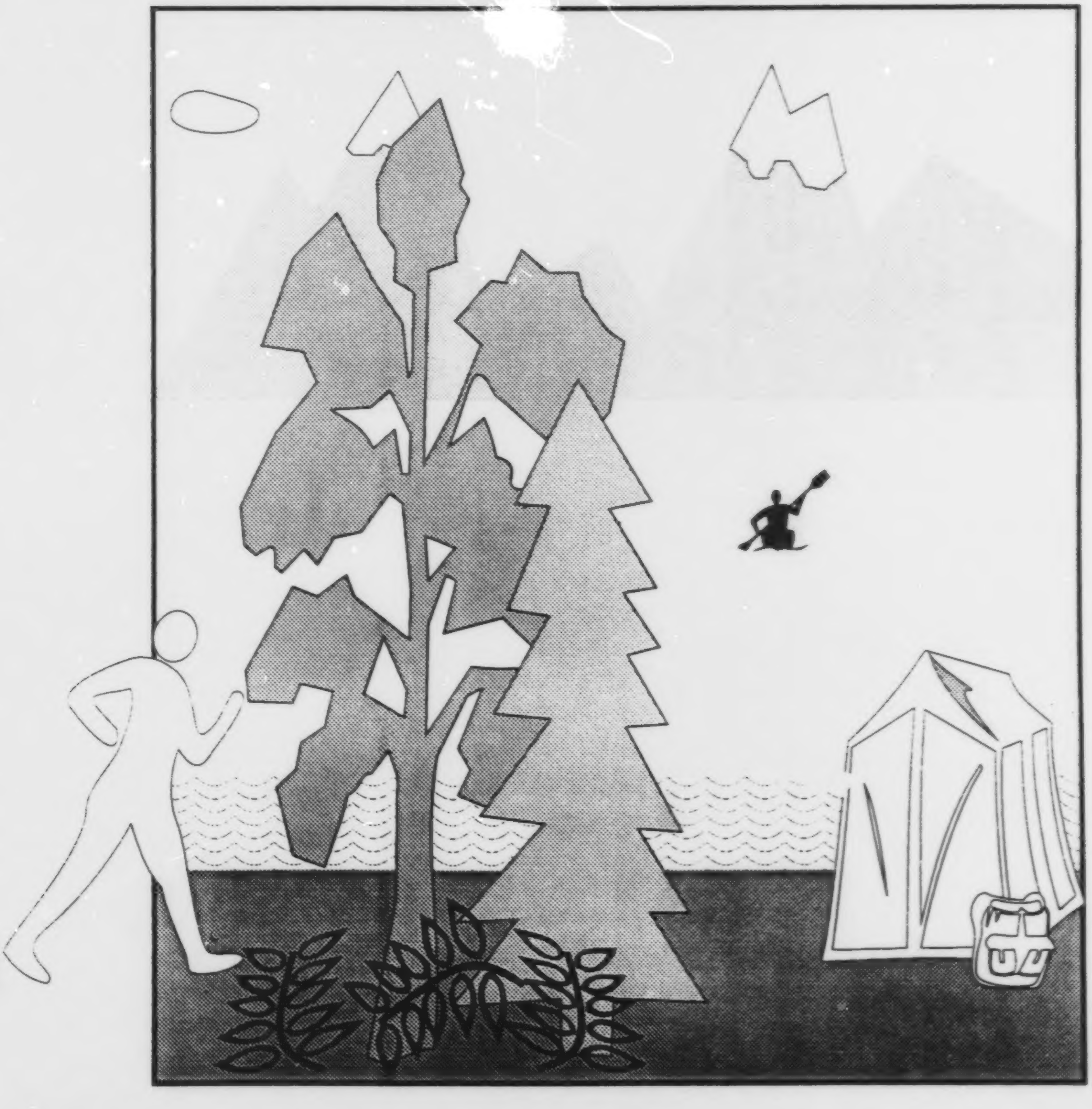
Province of British Columbia
Ministry of Attorney General
Corrections Branch

STANDARDS AND GUIDELINES FOR

Wilderness Programs and Outdoor Activities



AMENDMENTS - RECORD OF ENTRY

AMENDMENT NO.	DATED	DATE AMENDMENT ENTERED - THIS MANUAL	SIGNATURE

To receive any amendments that may be made to this Manual, holders of this publication must register by sending their name and address to the Director, Program Analysis Section, Ministry of Attorney General, Corrections Branch, Parliament Buildings, Victoria, B.C., V9V 1X4.

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INTRODUCTION

This Manual for Standards and Guidelines for Wilderness Programs and Outdoor Activities has been compiled in corroboration with:

Ministry of Social Services and Housing
Ministry of Environment
Ministry of Parks
Ministry of Education
Ministry of Attorney General - Corrections Branch
Parks Canada
The Outdoor Recreation Council of B.C.

The objective of this Manual is to provide Standards and Guidelines to be observed to maximize the personal safety of participants in the Corrections Branch and affiliated programs.

Corrections programs and contracted affiliates participating in wilderness and outdoor activities shall conform to these Standards and Guidelines.

The Community Care Facility Licencing Act and Regulations; federal and provincial acts and regulations appropriate to program delivery must be observed.

The Ministry of Attorney General - Corrections Branch hereby give notice that they may not be held responsible for any action resulting from the use of this Manual.

Comments and constructive criticism of the contents of this material is welcomed and should be directed to:

The Director
Program Analysis Section
Ministry of Attorney General
Corrections Branch
Parliament Buildings
Victoria, British Columbia
V8V 1X4

NOTE:

Many federal and provincial parks within British Columbia have special regulations pertaining to local requirements and park use. **PROGRAM OPERATORS ARE URGED TO SEEK LOCAL INFORMATION PRIOR TO PARK USE.**

STATEMENT OF PRINCIPLE

Wilderness Programs and Outdoor Activities provide an education process that will enable individuals involved to develop self-confidence, concern for others, and self-awareness as they are confronted by challenging, shared experiences involving service and adventure.

It may be said that individuals participating in such programs and activities are deliberately encouraged to take part in activities which challenge or differ from their normal lifestyles. In consequence, there rests on those responsible for the program and on those in charge of planning and training, a special responsibility to ensure that adequate and continuous precautions are taken to prevent accidents. The principle here is not to avoid such activities but:

- to prepare participants both physically and technically to deal with the challenge competently;
- to teach the participants that the more adventurous an undertaking, the more "care and prudence" are needed to succeed;
- to ensure that activities are organized so as to prevent hazards as far as possible, and that individuals are trained so that situations can be mastered if they occur. Hazards must not be sought for their own sake.

Safety must be an integral part of the training and experiences of all Wilderness Programs and Outdoor Activities. It is to be woven into all such programs or activities and exemplified by the word and action of each leader/counsellor/instructor. Safety involves not only precautions to prevent accidents but also a "what if" attitude toward proposed program activity emergency contingency plan preparedness.

This manual has been developed as a guide to the standard of training and practical experience needed for the safe operation of Wilderness Programs and Outdoor Activities.

AIMS AND OBJECTIVES

One of the main aims of Wilderness Programs and Outdoor Activities is to encourage a person to identify with their environment and, by facing the challenges that may be encountered, develop self-reliance, confidence and self-discipline.

The Ministry of Attorney General, Corrections Branch's ultimate objective is to encourage participants to develop self-respect and tolerance, so that they will direct their social behaviour to a socially acceptable life-style.

RESPONSIBILITY

I CORRECTIONS BRANCH

Management or supervisory staff of the Corrections Branch operating or contracting with agencies operating wilderness programs and outdoor activities shall be responsible for the implementation of these standards and:

1. ensure that inspection recommendations and requirements are met by the resource;
2. monitor the program;
3. ensure that activities, and if necessary, contracts are suspended where an activity in the program is or may become hazardous to the life of clientele in the program.

II PROGRAM RESOURCE

Operators or directors of wilderness programs and outdoor activities shall be responsible for the implementation of these standards and:

1. provide the Corrections Branch with information required for a review or report of the program on request;
2. advise the Corrections Branch immediately, of any changes in program, staff, and/or equipment which will affect the wilderness component of the program;
3. follow through on recommendations and requirements made in inspections;
4. adhere to the terms of the contract with the ministry;
5. take all steps necessary to ensure the safety and well being of clientele in their programs.

STANDARDS EQUIVALENCY PROVISION

The objectives of these Standards and Guidelines for Wilderness Programs and Outdoor Activities must be met, but not necessarily by a course or certificate by the association/agency setting the standard or guideline.

Outdoor leadership and training agencies providing a course curriculum, experience or certificate encompassing the standard or guideline objectives, can be deemed as equivalent qualifications, by the Director of Inspection and Standards.

Criteria

The certificate, course or demonstrated experience submitted for "equivalency review" must encompass all components required by the standard setting association/agency identified in the Wilderness Programs Standards and Guidelines for Outdoor Activities.

(i.e.) The B.C. Recreational Canoeing Association (B.C.R.C.A.) sets the standard required to be met in canoeing activities. Courses taken from other than the B.C.R.C.A. and certificates of proficiency issued must encompass all the course curriculum and experience required by the B.C.R.C.A. standards to achieve equivalency recognition.

Process

Persons seeking equivalent status consideration shall submit a written request, together with a copy of certificate, course syllabus, experience and training resource contact's address and phone number to:

Director
Inspection and Standards Division
Corrections Branch
Parliament Buildings
Victoria, British Columbia
V8V 1X4

Wilderness Programs Outdoor Activity Advisory Council

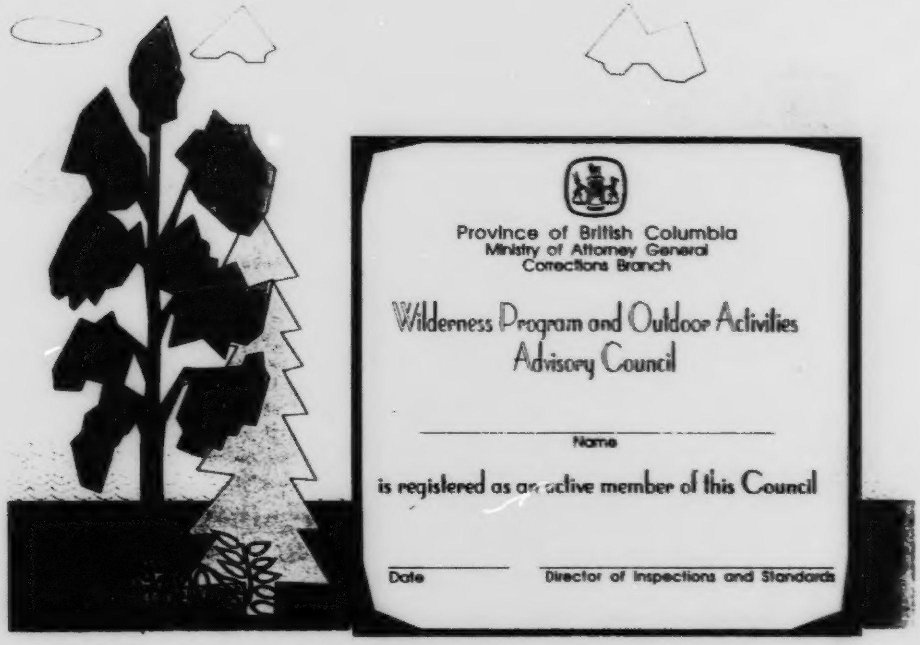
Certified, qualified leaders/counsellors/persons, in accordance with the Wilderness Programs and Outdoor Activity Standards and Guidelines, are invited to register with the Director of Inspection and Standards, as members of a wilderness program and outdoor activity advisory council.

The Wilderness Programs and Outdoor Activities Advisory Council is a voluntary body of certified/experienced experts/specialists whose role is to assist in the assessment of persons seeking equivalency status in specific fields of wilderness and outdoor activities.

To become a member of the Wilderness Programs and Outdoor Activity Advisory Council, please advise the Director of Inspection and Standards, identifying:

- name, address and telephone number
- interest/activity where valid certification/experience has been achieved, i.e. canoeing, wilderness first aid, mountaineering, rock climbing, etc.
- photocopy of qualifying certificate held or description of experience as appropriate to the activity standard proficiency requirements.

Persons qualified and being registered as a member of the Wilderness Programs and Outdoor Activity Advisory Council will receive formal acknowledgement.



Province of British Columbia
Ministry of Attorney General
Corrections Branch

Wilderness Program and Outdoor Activities
Advisory Council

Name

is registered as an active member of this Council

Date

Director of Inspections and Standards

GLOSSARY OF ABBREVIATIONS AND TERMINOLOGY

1. Abbreviations:

D.H. - desirable to have

H.R.A. - high risk activity

M.H. - must have

W.P. - Wilderness Program

2. Terminology:

Assistant Leader/Counsellor:

A person who assists or helps a Leader/Counsellor. This person may or may not have had any previous training or experience in the particular field they are assisting in but is considered more mature and responsive to the need of the program or may be a person who is in training to become a Leader/Counsellor in that particular field.

Leader/Counsellor:

A person who may guide, conduct, teach and/or control certain aspects of a program and the participants under the direction of a Group Leader/Counsellor or Supervisor. This person shall be required to have a working knowledge of most basic outdoor skills and leadership ability together with written certification in areas of responsibility as may be indicated by this manual, the job specifications or other regulations governing the activity or program.

A Leader/Counsellor must meet the requirements for a Group Leader or Lead Counsellor when they are responsible for a "Group" on their own.

Group Leader or Lead Counsellor:

A person who is directly responsible for the participants, including other Leaders/Counsellors or assistants, in any one activity or program. This person shall have a good working knowledge of basic outdoor skills and leadership abilities, with required certification in areas of responsibility as may be called for by the manual, job specifications and/or other regulations governing the activity or program. This person shall be required to guide, conduct, teach and/or control such activities and participants as directed by the program organizers. This person or position will not necessarily have qualifications to certify a person as to their abilities or qualifications in any particular activity or be required to train others in the art of teaching or instructing in any particular field.

Instruct/Teach:

A person in this position must have the required qualification to certify a person as to their qualifications in any particular activity and the ability and qualifications, where applicable, to train others in the art of teaching, instructing or leading in any particular field. Such a person may or may not have all the qualifications or responsibilities of a Group Leader.

Whitewater:

Whitewater is a froth of water containing air. It is not, however, dense enough to float a person, but it can readily drown a person. Whitewater paddling has become an increasingly popular sport. It requires training, experience, and meticulous preparation. Whitewater is a highly hazardous undertaking and should not be under-estimated.

Section 1

LEADERSHIP

Leaders are the backbone of all such activities or programs. To keep the standards and quality of leadership at its highest possible level, one must seek the best available personnel.

1.01 Quality and Proficiency Requirements

Good leadership is essential to the success of programs or activities of this nature. There are some basic qualities that should be looked for:

(a) Ability - this is the basic ability to take part in an activity e.g. a leader must be able to operate a canoe if they are to lead a canoe program.

(b) Experience - this is a quality which comes with year after year of active participation. Experience builds up a valuable "frame of reference" which can be classified as knowledge about what will work, how it will work and when it will work.

(c) Judgement - this is a control quality which is vital to any leader. Leaders can have all the other qualities but without judgement they are a liability.

(d) Enthusiasm - this is a dynamic force which is contagious. Enthusiasm is difficult to teach.

(e) Appreciation and Enjoyment of the Activity - this becomes an increasingly important quality of a leader because there are certain values that can be achieved by creating an enjoyment appreciation concept in the participants.

(f) Academic Standing - this is the training and educational background of the leader.

(g) Empathy - a leader must be aware of the feelings and the needs of the group they lead. By understanding the limitations and interests of the group a leader can improve the attitude, enjoyment, and safety of the program.

(h) Other elements of good leadership to be recognized would include:

- maturity
- energy
- compassion and understanding
- outlook and goodwill

The nature of these programs or activities have inherent risks to personal safety. Leaders must be fully conversant with the standards of training available, equipment and current practices of the activities that they will be leading in so as to ensure optimum safety for those in their charge.

In its quest for character development such wilderness programs and outdoor activities seek to create unavoidable experiences which will compel the participant toward an appreciation for excellence, compassion and his or her own worth as an individual and as a member of a team or society. It is felt that this can best be accomplished through guidance and leadership by example. These programs therefore demand that those with leadership responsibilities set optimal standards of performance for themselves.

Such leaders, counsellors and particularly group leaders or lead counsellors must be articulate, intelligent, have some management or administrative capabilities and where youth are concerned, be capable of communicating with them and be sensitive to their individual needs.

Since a leader will usually become involved in all the basic activities presented in an outdoor program, he/she must be familiar with such basic skills as:

First Aid
Survival
Water Oriented Safety
Route Finding
Wilderness Camping

Vehicle Operation
Hiking
Conservation & Environmental Awareness
Communication Equipment/ Procedures
Emergency Procedures

He/she would increase their value to a particular program by having additional skills and qualifications in:

- Canoeing
- Kayaking
- Backpacking
- Mountaineering
- Rock Climbing
- Ice Climbing
- Equestrian Skills
- Skiing
- Archery
- Mountain Rescue
- Marine Rescue
- Avalanche Rescue
- Underwater Diving
- Sailing
- Power Boating
- River Rafting
- Water Skiing
- Etc.

An outdoor leader must be physically fit, constantly vigilant in matters of safety and be able to exercise sound judgment under stress and fatigue.

The scope of any activity of these programs must be limited to and based on the experience, ability and qualifications of the leadership available.

1.02 Selection of Good Leaders

Some education institutions are graduating persons as leaders who in fact have very limited practical experience. Leader certification in the field of outdoor recreation is perhaps the most contentious issue confronting administrators today.

It is agreed, however, that those relying solely on certificates and other documents in the selection of leaders are courting trouble. You can be sure that there are well qualified individuals available based on demonstrated competency. The key is to screen out those who are unqualified. (See section 1.01 Leader, Quality and Proficiency Requirements.)

1.03 Areas of Competence

Leaders must be able to demonstrate competence in activities presented in each program or area of responsibility. (For specific requirements and levels of competence see Section concerned e.g. Section 2 First Aid).

The following areas are to be considered basic skills for leaders in outdoor programs and activities for which competency must be demonstrated.

(a) **First Aid** - a valid St. John's Certificate or equivalent, at the level required for the program activity (see section 2 for recognized agencies and required level of proficiency).

(b) **Survival** - successfully completed an Outdoor Survival course and/or be able to demonstrate competency in most of the following areas. The following topics must be included in any survival course before it would be considered acceptable.

- Survival Psychology
- Being Prepared
    - Planning
    - Clothing & Equipment
    - Survival Kits
- Travel (methods and concerns)
- Finding Your Direction
- Weather
- Fire Starting and Use in the Outdoors
- Basic Shelters
- Food and Water Resources
- Signalling and Communications
- Basic First Aid in a Wilderness Situation
- Hypothermia and Hyperthermia
- Use of Natural and Personal Resources
- Methods of Heat and Coolant Conservation
- Search and Rescue Procedures

(c) **Water Oriented Safety** - Demonstrate knowledge and ability to initiate emergency procedures in most water oriented incidents if and when required and possess a valid swim/lifesaving certificate at a level related to the water oriented activities of the program.

(d) Route Finding - Demonstrate knowledge and ability to read, interpret and use maps, air photos, a compass and other navigation aids appropriate to the program.

(e) Wilderness Camping - Demonstrate knowledge and ability to practice basic outdoor skills required for an acceptable standard of out-camping.

(f) Vehicle Operation - Possess valid drivers licence (class 5 or better)

(g) Hiking - Demonstrate having the level of knowledge and ability to lead hiking trips to meet the requirements of the program and the challenge of the terrain.

(h) Conservation and Environmental Awareness - demonstrate knowledge and ability to be able to pass on an understanding of the need for conservation and environmental awareness in regard to our outdoor heritage.

(i) Communication, Equipment/Procedures - demonstrate knowledge and ability to use fixed, portable and mobile communications equipment which may be available and/or set up procedures to provide communication links if and when necessary, particularly when on an outing of any duration.

(j) Emergency Procedures - know the principles of setting up and executing basic emergency procedures in regard to becoming lost, injured, air/sea rescue and/or evacuation, land search and rescue, fire, etc.

Competency in other more specific areas of outdoor activity must be demonstrated in addition to those listed above if the program or person is to be specifically involved with a particular type of activity. e.g.:

Canoeing
Kayaking
Backpacking
Mountaineering
Rock Climbing
Ice Climbing
Skiing
Archery
Equestrian Skills
Underwater Diving
Sailing
Power Boating
River Rafting
Water Skiing
Mountain Rescue
Marine Rescue
Avalanche Rescue
Etc.

1.04 Awareness and Concern for Safety

A leader must be prepared to cope with unexpected situations. Most emergency situations can be avoided. A leader can make all outdoor experiences more enjoyable and rewarding by showing a little forethought, careful planning and an understanding of personal limitations of those in their charge.

Safety and awareness in the out-of-doors is no accident. It is the direct outcome of forethought, training and deliberate care. No leader involved in the field of challenging outdoor pursuits can afford not to be prepared.

With this in mind, the pace and ability of a participant must be very carefully gauged by a leader to avoid damaging unconditioned muscles, tendons and ligaments. Leaders must ensure that a course, activity or program will follow a basic pattern of gradual build-up of theoretical knowledge, reinforced by practical application as soon as possible.

To provide the challenge sought after by most outdoor programs, participants are often encouraged to take part in an activity which will increase that persons exposure to cause and effect. Therefore, all leaders, and particularly those involved in wilderness programs and outdoor activities, must be prepared to accept the responsibility to ensure that all possible precautions are taken to prevent accidents. The principle is not to avoid or not do activities, but rather to prepare the participant by technical training, physical fitness and attitudinal development to deal with a situation. The more adventurous an activity, the more care and prudence is needed to succeed.

It must be emphasized in the strongest possible terms that danger must not be sought for danger's sake. Safety must be an integral part of the training experience of any outdoor program. Participant safety is a leadership responsibility. The acceptance of working towards a group's safety by members of that group is a challenge to any leader.

For the sake of safety, leaders must ensure that participants have a working knowledge of the following (as applicable) before venturing out on an outing that could be classed as a wilderness expedition or high challenge activity:

First Aid
Survival
Route Finding
Basic Camp Craft
Emergency Procedures
Hiking & Climbing Tools
Hypothermia & Hyperthermia
Conservation & Environmental Awareness
Communication Procedures
Search & Rescue Techniques
Water Oriented Techniques
Ability to Handle Applicable Tools and/or Equipment

1.05 For the Sake of Safety

Leaders must have the ability to impress upon the participants or persons in their charge that for the sake of their own safety and that of the group, they must be prepared to observe certain guidelines and instructions.

Some of these guidelines and instructions would include:

(a) never leave the activity or program area without the authority of the person in charge;
(b) waterfront activities must always be supervised by a qualified leader;
(c) never attempt rock climbing on your own or without an instructor being there, if you are not qualified;
(d) when travelling in a vehicle, remain seated at all times, and make use of the seat belts provided.

1.06 Leader-Participant Ratio

After observing the outdoor programming of numerous organizations over a period of several years, it is evident that the numbers allowed to participate, type of activity as well as the Leader/Participant ratio, are deciding factors in the number of problems that arise.

Ratios should be based on the following factors or standards:

(a) Leaders:
Leaders vary in ability, interest, experience and dependability. Some can handle larger groups more effectively than others. Some can act as group leaders, lead counsellors, etc., others just leaders or assistants. Some leaders are instructors, others, supervisors or guides.

(b) Age of Participants:
Some age groups take more supervision than others.

(c) Type of Participants:
Male, female, co-ed, handicapped, delinquents, hyperactive individuals, etc. will each require varied amounts of leadership.

(d) Area:
Some areas are easier to supervise than others (e.g. classroom vs. wilderness camping).

(e) Activity:
Rock climbing requires a different amount of leadership than does a day hike.

(f) Length of Activity:
Constant pressure of leadership responsibilities (night and day) is difficult to withstand without the opportunity for a "break".

(g) Equipment:
Special equipment takes more leaders and usually the more equipment needed, the more leaders needed.

Guidelines for the numbers of participants per activity must be set. Decide on the number which is most feasible and hold to it. Most wilderness type programs should not have more than 15 participants.

Guidelines to numbers/activity should be set with the following in mind:

- quality of program
- safety margins
- leadership effectiveness
- programming efficiency

Guidelines to Leader/Participant ratios should be set with the same considerations in mind.

The following chart shows an approximate set of ratio standards which can be caused to vary by many conditions. Families, competent participants, proper supervision conditions can all decrease the need for leadership (e.g. school programs). Special programs, participant problems, hazardous activities and even the weather can increase the need for leadership.

LEADER/PARTICIPANT RATIO CHART

Age	No. of Participants Per Leader	General Comments
5 & Under	-	should be in parental custody outdoor programming is minimal.
6 to 8	6	
9 to 10	7	co-educational programs should have male & female leaders.
11 to 12	7	
13 to 15	6	
16 to 18	8	depending on maturity, should be treated like adults.
Adult	10	educational programs could need more leaders.
Senior Citizens	8	may need more assistance type leaders.
Handicapped	1 or 2	more assistance type leaders needed here.

Minimum staff/participant ratio for stationary camps is 1 to 6.

There are two considerations to make:

- allow the activity or program to gain merit for quality not quantity. Too many people take away the value of the program. It is far better to provide a great and rewarding experience for 10 - 15 participants than to program chaos for 20 - 25 people.
- allow the leader the opportunity to be leaders, not simply policemen attempting to direct a mob.

The group leader (supervisor)/leader ratio is also important and should be taken into consideration.

1.07 Leadership Aids

See Appendix I

Section 2 FIRST AID

2.01 Minimum Proficiency Requirements

(a) all levels of certification referred to in this section are available through one or more of the following agencies:

- Canadian Heart Foundation
- St. John's Ambulance
- Canadian Red Cross Society
- Workman's Compensation Board
- Wilderness First Aid and Safety Association of B.C.

In the following table:
M.H. means - must have
D.H. means - desirable to have

LEVEL OF RESPONS-IBILITY	STANDARD OF CERTIFICATION									Ind. First Aid
	Emerg. or Survival First Aid	Stand. First Aid	First Aid Inst.	CPR	CPR Inst	WILDERNESS FIRST AID				
						Basic Wild.	Basic Instr	Adv. Wild	Adv. Instr	
Leader *	DH	MH		DH		DH				
Counsellor				MH						
Group Leader Lead Counsellor	DH	MH		MH		DH MH		DH		DH
Instruct/ Teach		MH	MH	MH	MH	DH MH	DH	DH	DH	DH

*A Leader/Counsellor becomes a group Leader or Lead Counsellor when he/she is responsible for a "group of his/her own.

(b) all certification must be valid;

(c) it is recognized that equivalent or better certification may be available. Such certification may be accepted if approved by the Director of Inspection and Standards - see Equivalency Provisions.

2.02 Course Description or Content

The following is a general outline of course content leading to certification.

(a) Safety Oriented First Aid (Emergency) - a multi-media course including film, practice sessions, and workbook lessons. Its purpose is to teach basic first aid procedures, concerns, and the manual skills which can be applied at the scene of the accident, without special equipment and in the absence of professional medical help or supervision to preserve life, minimize the effects of injury, and promote recovery.

Length: approximately 8 hours
Pre-requisites: none

(b) Standard First Aid - the purpose of a course of this nature is to produce a more skilled First Aider; one who is better able to interpret signs and symptoms of illness and/or injury, deal with variations from the normal, and provide treatment appropriate to the circumstances. It is a standard for the industry and is a pre-requisite for many other courses as well as advanced First Aid courses.

Length: 14 to 20 hours
Pre-requisites: none

(c) C.P.R. (Cardio Pulmonary Resuscitation) - C.P.R. is an emergency basic life support procedure that consists of recognizing respiratory and cardiac arrest, and starting the proper application of cardiopulmonary resuscitation to maintain life until a victim recovers sufficiently to be transported or until advance life support is available.

Length: about 4 hours
Pre-requisites: Previous experience in first-aid preferred.

(d) **Wilderness First Aid** a program of this nature is designed to supplement basic and standard first aid training and is designed particularly for individuals involved in outdoor recreation activities.

Prime objectives of such a course would be to cover:

- leadership considerations for trip preparation related to safety and rescue;
- accident handling specific to activity type and environment;
- advanced first aid techniques using equipment available to prepared outdoor leaders;
- long term victim management and considerations and arrangements;
- availability of emergency rescue groups;
- accident follow-up procedures.

Courses are available at three levels: Basic, Advanced, Instructor.

(i) **Basic Wilderness First Aid** - designed for outdoor leaders and/or anyone else who is active in outdoor activities.

Length: minimum 30 hours
Pre-requisites:
- current Standard First Aid Certificate
- valid C.P.R. Certificate
- leadership background in a wilderness activity.

(ii) **Advanced Wilderness First Aid** - designed for professional outdoor leaders. More than 12 hours from medical aid.

Length: minimum 24 hours
Pre-requisites:
- current St. John Ambulance Standard First Aid Certificate;
- valid C.P.R. Certificate;
- leadership background in a wilderness activity;
- 19 years of age and good physical condition.

(iii) **Wilderness First Aid Instructors Training Program** designed for individuals wishing to instruct Wilderness First Aid.

Length: Minimum 80 hours
Pre-requisites: a current St. John ambulance Standard Certificate with CPR
- instructional experience and/or training

Additional Desirable Qualifications:

- St. John Ambulance First Aid Instructor
- Industrial First Aid
- C.P.R. Instructor

(e) **Industrial First Aid** - a course qualifying candidates for certification by the Workers' Compensation Board, as first aid attendants in industry. Such a course is industry oriented, and is usually designed for people who will have a "first Aid station" with all of the related specialty supplies. Certification at this level should indicate a very high level of understanding of first aid attendance techniques.

Length: minimum 80 hours
Pre-requisites: minimum age 19 years.

(f) **First Aid Instructor's Course** - a course designed to teach the principles and methods of instruction, and to practice students in the special skills required to teach First Aid effectively.

Length: approximately 40 hours
Pre-requisites: minimum standard first-aid

2.03 Reference Material and Manuals

St. John Ambulance First Aid Safety Oriented, First Aid, Canadian Red Cross Society.

Recommended supplementary Reading:

Mountaineering First Aid - a guide to accident response and First Aid care, The Mountaineers

British Columbia Industrial First Aid Training Manual - the authorized textbook and training manual of the Workers' Compensation Board of B.C.

Industrial First Aid & Industrial Health & Safety Regulations - the regulations of the Workers' Compensation Board of B.C. relating to first aid, health and safety. (2 books).

Medicine for Mountaineering - edited by James A. Wilderson, M.D., and published by The Mountaineers, 2nd edition, 368 pp. (L.C.C.C. #75-31059).

Mountaineering First Aid - by Dick Mitchell, and published by The Mountaineers

Community Care Facilities Licensing Act - (consoldiated for convenience January 20 1978). Order-In-Council #2302/78, Provincial Child Care FAcilities Regulations. Regulations Governing Summer Camps. O.C. 2907/67

Wilderness First Aid - a resource manual for outdoor leaders in British Columbia, Wilderness First Aid and Safety Association of British Columbia.

Films/Videos - consult National Film Board of Canada
- Appendix I.

2.04 First Aid Supplies and Equipment

First aid supplies and equipment available to the first-aider may vary from a fully-equipped first-aid room to a basic personal first-aid kit that an individual will carry when travelling away from the base of operation. It should be recognized that all the supplies and equipment that one may have available are only as useful as can be knowingly used by the first-aider.

Supplies and equipment must be available to meet the needs of each particular situation as it may be governed by the Community Care Facilities Licensing Act, Workers' Compensation Act, or other acts or regulations that may be in effect and applicable.

2.05 First-Aid Kits

First-aid kits are readily available on the market. While having many variations, it is recognized that they cannot meet the needs of every situation, and individuals or groups are making up their own kits. While it is possible to improvise dressings and bandages, it will save time and difficulty in treatment if there is a first-aid kit on hand. A suitable first-aid kit(s) is therefore set down as a requirement under the terms of these guidelines.

The farther you are from help, the more important the first-aid kit becomes. Wilderness first-aid begins with a kit and knowing how to use it.

Leaders or individuals planning extended outings should take the time to obtain medical advice regarding additional supplies to be added to their first-aid kit. e.g. pain killers, antibiotic compounds (penicillin) etc.

Whilst it is not practical to recommend any one "standard kit" as the contents must be adjusted or made up to meet particular needs or types of outings, the following should be considered basic requirements for:

(a) Personal Kits - the kit should be small, compact, sturdy, and waterproof. It should contain a list of items in the kit and any medications required because of personal medical problems, such as allergies to bee stings, etc. Recommendation re: contents of such a kit may be obtained from St. John's Ambulance or the Workers' Compensation Board of B.C. An example of such a kit maybe as follows:

FIRST AID KIT

ITEM	AMOUNT	USE & COMMENT
Condensed first-aid manual	one	to serve as a reminder if required
Tape, not waterproof (adhesive)	2" roll	for securing dressings, etc.
Triangular Bandage	one	cut on bias for 40" cloth
Band-aids	4 to 6, 3/4" or 1"	for small lacerations (individually wrapped)
Steri-pads (gauze flats)	4-3" x 3"	for larger wounds
Vaseline gauze pads	2-3" x 3"	for burns or abrasions
Burn ointment	1 tube, 1/3 or 1/2 oz.	for sunburn & other minor burns
Moleskin	1 pkg.	for blisters
Ampoly ammonia inhalants	3 tubes	for hornet, bee & other insect bites
Needle	1 medium size	for removing splinters
Razor blade	1 single edge	for shaving hairy spots before taping
Aspirin	1/2 to 1 doz. tablets	for pain, 1 to 2 every four hours
Salt tablets (enteric coated)	1 to 2 doz. tablets	one whenever cramps occur when perspiring heavily; drinking water essential
Antacid	1/2 doz. tablets	for nausea, upset stomach; may be amphogel, gelusil, tums, etc.
Antihistamine	1/2 doz. tablets	for insect bites, colds, hives

Lip salve	one	for chapped lips
Gauze roll	1 - 2" roll	
Safety pins	6 each	
Antibiotic Ointment	Small tube	
222's	4 - 6 tablets	for more severe pain

EMERGENCY PROCEDURES	Phone numbers, procedures to follow during emergency

Following items usually need a doctor's prescription, but may be useful:

Darvon	1/2 doz. tablets	for severe pain: 2 tablets every 4 hours
Dexedrine sulfate 5 mgm.	2 to 4 tablets	for severe exhaustion; 1 every 4 hours for two doses, then 1 every 6 hours; sleep essential
Phisohex		mild antiseptic

FIRST AID KIT

(b) Group First Aid Supplement (Leader's Responsibility)

- 2 triangle bandages
- 2 ace bandages
- 4 large compresses
- snake bit kit
- burn ointment
- eye wash
- green soap
- scissors
- tweezers
- air splint
- 2" adhesive tape

plus all essentials of the individual first aid kit.

Section 3 SURVIVAL

Survival will demand being self-sufficient when away from civilization. One's survival depends upon one's knowledge of life's necessities and what can harm our body, our mind and our equipment.

3.01 Minimum Proficiency Requirements

An unexpired certificate indicating successful completion of an outdoor survival course and/or be able to demonstrate competency in the following areas at levels indicated in the following chart as: basic, advanced, instruct, depending on responsibility level and type of activity.

In the following table:

M.H. means - must have
D.H. means - desirable to have
W.P. means - Wilderness Program
H.R.A. means - high risk activity

LEVEL OF RESPONSIBILITY	BASIC SURVIVAL	ADVANCED SURVIVAL	INSTRUCT SURVIVAL
Leader/Counsellor*	M.H.	W.P. - D.H. H.R.A. - D.H.	
Group Leader/ Lead Counsellor	M. H.	W.P. - D.H. H.R.A. - M.H.	H.R.A. - D.H.
Instruct/Teach		M.H.	M.H.

* A Leader/Counsellor becomes a Group Leader or Lead Counsellor when he/she is responsible for a group on his/her own.

Areas of Competency:

- Survival Psychology
- Being prepared
    - planning
    - clothing and equipment
    - survival kits
- Travel (methods and concerns)

- Basic first aid in a wilderness situation
- Methods of heat and coolent conservation
- Weather concerns
- Basic shelters
- Food and water resources
- Signaling and communications
- Hypothermia & Hyperthermia
- Search and rescue procedures
- Use of natural and personal resources

3.02 Course Description, Content, Availability

Courses pertaining to Outdoor Survival are available through a number of organizations throughout the province. In most cases, content and level are determined by need. Please refer to Appendix I.

3.03 Reference Material and Manuals

Recommended supplementary information:

BOOKS

Outdoor Safety and Survival
Planning ahead for outdoor experiences can be more enjoyable with forethought and preparation. 150 pp. Illustrated. (ESBN 0-7719-8132-5).

Surviving the Unexpected Wilderness Emergency
A book giving information about human limitations in natural environments so that those leaving civilization may be better able to maintain well-being and cope with unexpected situations, by Gene Fear, and published by Survival Education Association, Tacoma, Wash. 1973 (Revised), 196 pp. illustrated (SBN 0-913724-02-5).

Medicine for Mountaineering
Edited by James A. Wilkerson, M.D. and published by the Mountaineers (see pages 152-1785), Seattle, 1975, 2nd edition, 368 pp. (L.C.C.C. #75-31059).

Survival in Cold Water
The physiology and treatment of immersion hypothermia and drowning, by W.R. Keating, Blackwell Scientific Publications, Oxford, Eng., 1969, 120 pp. (SBN 632-05280-5).

Coast to Coast Survival
by Wallace William Hacking - 1st Edition, 1991. #6 9855 Rest Haven Drive, Sidney, B.C., V8L 3E7. A comprehensive instructional, informative book on survival skills with practical application in wilderness environments.

PAMPHLETS

A Guide to Safety in B.C. (Series)
A series of pamphlets on outdoor recreation safety and awareness, available from the Outdoor Recreation Council of B.C., see Appendix I.

Man in Cold Water
A brief presentation on cold water safety based on research results from the University of Victoria.

First Aid in the Wilderness
Outlines the general principles and priorities of caring for the injured in a wilderness setting, available from St. John Ambulance.

FILMS AND VIDEOS

You Bet Your Life
A matter of survival, this film accents the need for precautions for travellers who leave inhabited areas in the winter, whether by car, light aircraft, snowshoes or skis. 16mm, Col 26 min., see Appendix I - National Film Board of Canada.

By Nature's Rules
Shows a party of hikers exposed to cold, wetness, and wind; unprepared to protect themselves, they suffer the effects of hypothermia. 16mm, Col 22 min., see Appendix I - National Film Board of Canada.

Winter Survival
The survival of a person facing the cold is largely a question of knowledge. This brief dramatic film takes a close look at two people, a skier and a snowmobiler, who, for different reasons, are stranded in the wilderness. This film demonstrates the latest hypothermia treatment. 16mm Col 15 min., see Appendix I - National Film Board of Canada.

Hypothermia Natures Cold Killer
Using dramatizations of accident situations, laboratory demonstrations, graphics and heat sensitive photography, this film offers a number of illustrations of common and yet often misunderstood aspects of hypothermia, including prevention and some rescue equipment and techniques. 16mm Col 31 min., see Appendix I - National Film Board of Canada.

3.04 Survival Equipment and Supplies

Survival equipment and supplies required will vary with program demands, location, season, and numbers of persons involved. Training and application of survival skills with appropriate equipment and forethought is the key to wilderness survival.

Every personal Survival Kit should contain the following provisions:

- A means of instant body protection from the elements;
- A means of instant energy to help sustain the body;
- A means of carrying and heating water for internal warmth;
- A means of signalling for help.

The following are articles that should be contained in a basic Survival Kit:

- fire starter (waterproof matches, flint and steel);
- plastic sheet and/or large garbage bags;
- whistle (preferably plastic);
- bouillon cubes or condensed soup mix;
- sugar, tea bags, salt;
- wire for snare and other uses;
- candle, and signal mirror.

The kit should be packed in a metal waterproof container which could be used for heating water and cooking.

Section 4 ROUTE FINDING
- the art of navigating over land or water

Route Finding, be it water or land oriented, requires that a leader must be able to find a suitable route to travel, that will take that person and their group safely from point A to point B and where applicable, back again. The course chosen may be familiar or unfamiliar. The requirement is to accomplish the goals that have been set out as the reason for the trip, provided conditions remain suitable. It may be a matter of following a road, a wilderness trail, charting a course, or a more complicated route requiring the use and interpretation of certain specialized equipment and other navigational aids.

The responsibility and knowledge of a leader involved in moving or travelling from one area to another can become very demanding depending on the circumstances. Where unfavourable conditions start to show up, it is the responsibility of the leader to make a decision whether to continue, turn back, or stay put. A leaders reaction to such responsibility will depend upon their leadership skills and experience.

4.01 Minimum Proficiency Requirements

All leaders, having successfully completed an outdoor survival course at any level will have some knowledge of map, compass use and other navigational aids and equipment. Leaders must, however, be able to demonstrate the knowledge and ability to use it under the circumstances that they will be encountering. For example, navigation on open waterways requires a good knowledge of maritime law and chart navigation.

A valid certificate indicating successful completion of training and/or ability to demonstrate competency at levels indicated in the following chart as: basic, advanced, instructor, are recommended.

In the following table:

M.H. means - must have
D.H. means - desirable to have
W.P. means - Wilderness Program
H.R.A. means - high risk activity

	Water Oriented (navigation)			Land Oriented		
LEVEL OF RESPONSIBILITY	Basic Navigation	Advance Navigation	Instruct	Basic Map and Compass	Advance Map and Compass	Instruct
Leader/* Counsellor	D.H.			W.P. - D.H. H.R.A. - M.H.		
Group Leader Lead Counsellor	M.H.	D.H.		M.H.	W.P. - D.H. H.R.A. - M.H.	
Instruct/ Teach		M.H.	M.H.		M.H.	M.H.

* A Leader/Counsellor becomes a Group Leader or Lead Counsellor when he/she is responsible for a group on his/her own.

4.02 Course Description, Content, Availability

Courses pertaining to Route Finding are available through a number of organizations. In most cases, the content and level to be set as the requirement, will be determined by the type of program and location. Please refer to Outdoor Recreation Council of B.C. Look for listings under NAVIGATION, ORIENTEERING, OUTDOOR TRAINING (Gen.), POWER BOATING and SAILING.

4.03 Reference Material and Manuals

Recommended supplementary information:

BOOKS

Outdoor Safety and Survival
Planning ahead for outdoor experiences can be more enjoyable with forethought and preparation. 150 pp. Illustrated. (ESBN 0-7719-8132-5).

Be Expert With Map and Compass
This book contains everything the beginner needs to know in order to use a map and compass properly. It discusses such aspects of route finding as: understanding map symbols, travelling by map and/or compass, finding bearings, map sketching, wilderness travelling by Bjorn Kjellstrom. 136 pp. illustrated (SBN 684-13091-2)

Boating in Canada
A book on practical piloting and seamanship by Garth Griffiths.

PAMPHLETS

Everyone Should Be Able to Use a Map
A Federal publication produced by the Ministry of Energy, Mines and Resources, Canada, to help people read and use maps (Surveys & Mapping Misc. Ser. 76/6).

A Guide to Safety in B.C. (Series)
A series of pamphlets on outdoor recreation safety awareness, available from the Outdoor Recreation Council of B.C. See Appendix I.

Boating Handbook
A pamphlet produced by the Canadian Coast Guard containing operating regulations and information including nautical charts and aids to navigation for boating.

FILMS AND VIDEOS: See Appendix I

4.04 Route Finding Aids and Equipment

Again, Route Finding aids and equipment available to the outdoors person will vary with need, depending on the type of program being presented.

There are, however, six basic requirements for travel:

(a) know where you are and where you are going - A MAP;

(b) have some method of finding your direction - A COMPASS;

(c) know the physical capabilities of your group and yourself - LEADERSHIP SKILLS;

(d) wear proper clothing. The correct clothing offers protection from the weather, terrain, and insects - PROTECTIVE CLOTHING;

(e) plan to be able to replace the energy resources of the human body - FOOD;

(f) and to be able to provide shelter if the weather turns bad or it is a prolonged trip - SHELTER.

Sections 5-12 WATER ORIENTED SAFETY AND TRAINING - GENERAL

Any person involved in outdoor activities in this province will sooner or later have to call on their knowledge of basic water oriented Safety and Training skills. This will vary from a very basic need to stay afloat (swim) to the use and control of a boat, to buddy breathing while under the surface of the water, etc. Depending on the activity being participated in or forced upon you.

An outdoor leader's responsibility in this area is very high, therefore, they must be prepared and have a certain amount of training and/or expertise.

Leaders will be required to have unexpired certificates indicating successful completion of a course and/or be able to demonstrate competency in each area of activity, at levels indicated by the following charts, depending on responsibility level and type of activity.

In all the following tables:

M.H. means - must have
D.H. means - desirable to have
W.P. means - Wilderness Program
H.R.A. means - high risk activity

It is recognized that equivalent or better certification may be available. Such certification may be accepted if approved by the Director of Inspections and Standards.

Courses and certification pertaining to water oriented safety and training are available through the Outdoor Recreation Council of B.C. See Appendix I.

Refer to lisitings under Leadership/INSTRUCTOR/COACHING, CANOEING, DIVING (underwater), KAYAKING, POWER BOATING, SAILING, SWIMMING, and WATER SKIING.

SWIMMING

5.01 Minimum Proficiency Requirements

(a) Levels of certification referred to in this activity are based on standards set by the Royal Life Saving Society (Canada) and the water safety program of the Canadian Red Cross.

	LEVEL OF CERTIFICATION							
	LIFEGUARD					INSTRUCT SWIMMING		USE OF SMALL CRAFT
LEVEL OF RESPONSIBILITY	Bronze Medallion	Award of Merit	National Lifeguard Service	Aquatic Emergency Care	RLSSC Instructor	Water Safety Instructor One	Water Safety Instructor Two	Small Craft Safety Instruc-
Leader/* Counsellor **	M.H.	D.H.		D.H.		M.H.	D.H.	D.H.
Group Leader Lead Counsellor**	M.H.	D.H.	D.H.	D.H.		M.H.	M.H.	D.H.
Instruct Teach**	M.H.	D.H.	D.H.	D.H.	M.H.	Please contact the Water Safety Section of the Canadian Red Cross for details.		D.H.

* A Leader/Counsellor becomes a Group Leader or Lead Counsellor when he/she is responsible for a group on his/her own.

(b) all waterfront activities need a qualified lifeguard on duty. This will vary from a minimum of a Bronze Medallion level with C.P.R. or preferably a Bronze Cross, for a straight forward swimming situation to an Award of Merit or better for more complex situations.

** Minimum Requirement Bronze Medallion with CPR "Waterfront Lifeguard", Pools Require Bronze Cross with CPR.

5.02 Course Decription, Content and Availability

(a) **Bronze Medallion** - this award is used as the standard for life saving achievement throughout the world. The candidate must possess the necessary physical strength, stamina and judgement to effect a body contact resuce. In addition, the candidate is provided with preliminary training for the more advanced personal skills and knowledge required in higher awards of the Royal Life Saving Society.

Length: 12-15 hours
Prerequisites: minimum age of 14 years

(b) **Bronze Cross** - this award offers a challenging and demanding program of advancement for the Bronze Medallion holder, providing an enriched and broadened scope of technical knowledge and water resuce skills. Emphasis is placed on teamresuce skills and the ability to perform resuces under varying conditions.

Length: 15-20 hours
Prerequisites: Bronze Medallion and Senior Resuscitation.

(c) **Award of Merit** - this award is an accepted standard for advanced training requiring a high degree of skill in life saving and watermanship. It promotes intelligent application of swimming, water rescue, and first aid knowledge. The candidate must perform with better than average form and efficiency.

Length: 15-20 hours
Prerequisites: minimum age of 15 years and Bronze Medallion.

(d) **National Lifeguard Service** - this program provides candidates with knowledge and skills associated with the roles of those involved in waterfront supervision and lifeguarding. Pool, waterfront and surf options are available.

Length: 40 hours
Prerequisites: Bronze Cross, minimum of 16 years for pool option and 17 years for waterfront and surf options.

(e) Aquatic (Waterfront) Emergency Care - this course is designed to provide the waterfront staff members with knowledge and techniques of emergency care, useful in an aquatic or waterfront environment. Care of injuries common to pool and waterfront situations with emphasis placed on a practical learning approach.

Length: 16 hours
Prerequisites: none.

(f) R.L.S.S.C. Instructor Course - this course provides participants with information and training basic to the Canadian Awards program of the Royal Life Saving Society in order to teach all award levels.

Length: 20-25 hours
Prerequisites: minimum age 16 years and current Bronze Medallion

Courses and certification available through the water safety programs of the Canadian Red Cross.

(a) Water Safety Instructor One - the Water Safety Instructor One course prepares instructors to teach and evaluate the first four levels of the pupil training program (Yellow to Maroon) and the Survival Swimming Award. The course prerequisites allow the participation of a wide-range of people who may have excellent teaching skills, but do not hold advanced swimming qualifications.

Course Details: Duration - 35 hours (including 18 hours of theory and 17 hours of practical pool work.

(b) Water Safety Instructor Two - the Water Safety Instructor Two courses prepares Instructors to teach and evaluate the safety education, strokes,and skills in all levels of the Water Safety Program. Specific emphasis is placed on the Blue, Green, Grey and White levels of the continuum. Instructors will be fully prepared to increase their student strokes and skills to a high level of proficiency.

Course Details: Duration - 30 hours (including 12 hours theory and 18 hours, if practical, pool work).

(c) **Small Craft Safety Instructor** - this program is designed to improve the candidates boating skills and increase their knowledge of safe boating practices while developing themselves as a leader and an instructor particularly covering Survival, Canoeing, Rowing, and Power under ten hp.

Length: 70 hours
Rerequisites: minimum 17 years old, hold a current water safety instructor award, and demonstrate teaching ability.

5.03 Reference Material and Manuals

A number of publications on swimming are available as follows:

Canadian Life Saving Manual R.L.S.S.C.
Aquatic Emergency Care Symposium notes - R.L.S.S.C.
Cold Water Symposium notes - R.L.S.S.C.
Alcohol and Aquatics notes - R.L.S.S.C.
National Instructor Guide REference - Red Cross
Water Safety Services Program Handbook - Red Cross

5.04 Swimming Aids and Equipment

Practical swimming aids and equipment enable the pupil to learn more rapidly and are of real assistance in handling larger groups.

(a) The Buddy System:
It is highly recommended that leaders use some form of buddy system in all waterfront activities. Such systems emphasize and encourage the swimming ethic "never swim alone".

(b) Reaching Aids:

1. the hand reach
2. the leg extension
3. extension using clothing such as a sweatshirt or a long pole or other objects
4. free floating support such as a plank, oar or paddle
5. use of a hand line
6. throwing ring buoy or heaving line
7. boat.

Knowledge, availability and use of such aids could mean the difference between life and death.

(c) Whistle:
The use of a whistle by an organized experienced leader at the waterfront can be of the greatest assistance.

(d) First Aid Kit:
Portable and practical, designed for waterfront use.

(e) Artificial Respiration:
When a person stops breathing every second counts. A leader's knowledge and skill in artificial respiration could save a life.

(f) An attitude of awareness re:
- currents
- tides
- undertow
- weeds
- depths and what the "bottom" is like
- cramp hazards
- use of resting strokes, etc.

Films and Videos

See Appendix I

Section 6 CANOEING

6.01 Minimum Proficiency Requirements

(a) levels of certification referred to in this activity are based on the standard of the B.C. Recreational Canoeing Association.

(b) to lead, instruct, or participate as an individual in different types or classifications of canoeing activities the following guidelines must prevail. A leader who is to instruct must be certified to teach that level and/or be able to demonstrate competency in the activity at that level. Such levels are indicated in the following table.

(c) for information on classification of Rivers and Paddlers - see pp.50 and 54 under Section 7 "Kayaking".

(d) individuals participating in canoeing activities as part of a group or as a leader must be experienced and certified to the required standard for that activity before they can go beyond the bounds of a given marked off flat water area which is being supervised by a qualified lifeguard. The exception is where they are under the direct supervision of a qualified canoe instructor for a specific type of canoe instruction and each participant meets the prerequisites to instruction listed on page 43.

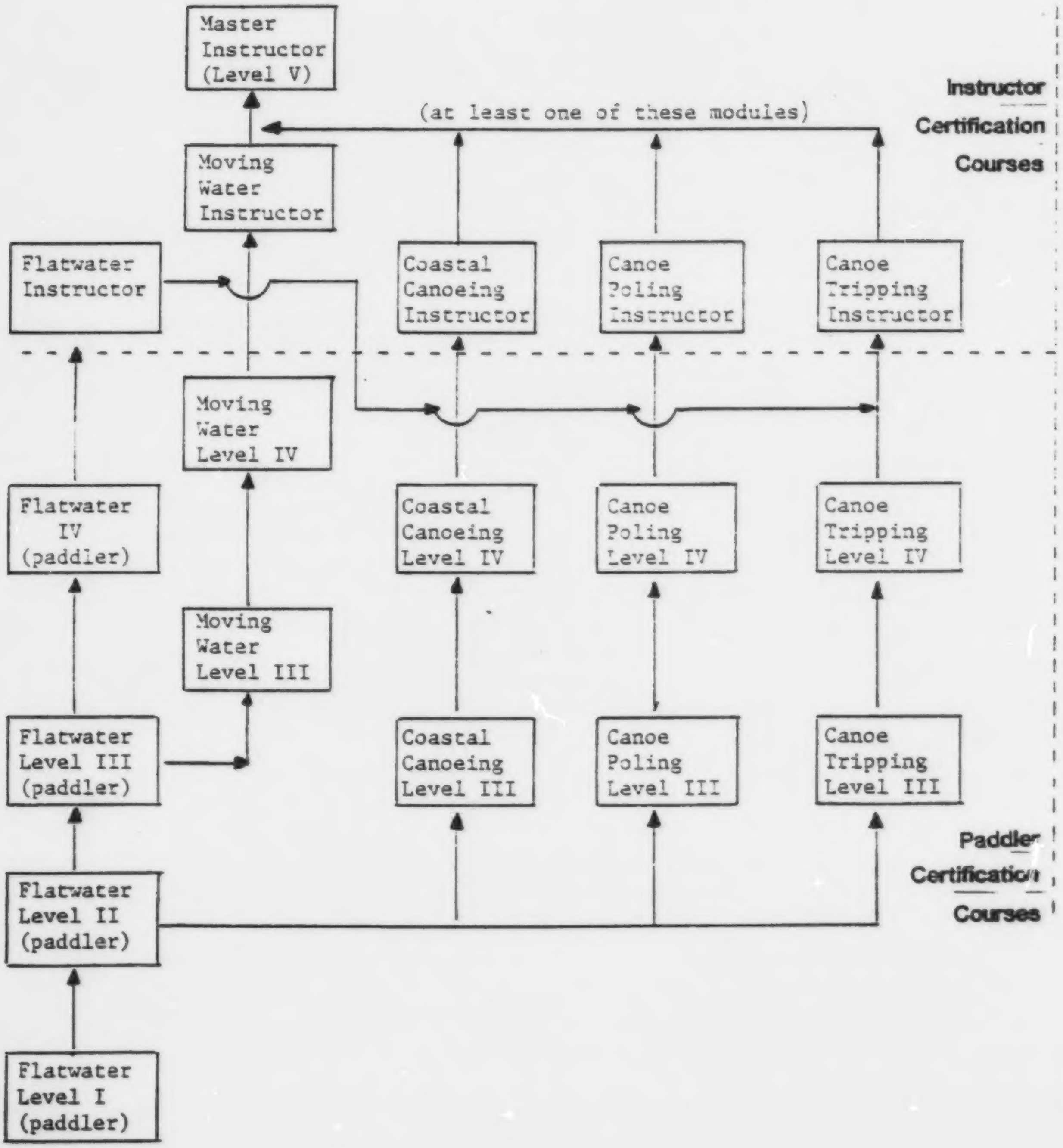
(e) recommended pupil/teacher ratio is 6:1.

LEVEL OF RESPONSIBILITY AND TRAINING			
TYPE OF CANOEING ACTIVITY TO BE TAUGHT OR PARTICIPATED IN	LEADER/COUNSELLOR *	GROUP LEADER/ LEAD COUNSELLOR	PARTICIPATES PREREQUISITES TO INSTRUCTION
BASIC FLAT WATER CANOEING	BASIC FLAT WATER PADDLER IV	BASIC FLAT WATER INSTRUCTOR	ABILITY TO SWIM DESIRABLE: CONFIDENCE IN WATER WEARING A PFD MANDATORY
MOVING WATER CANOEING	MOVING WATER INSTRUCTOR	MOVING WATER INSTRUCTOR	FLAT WATER PADDLER IV
OCEAN CANOEING	BASIC FLAT WATER PADDLER IV PLUS COASTAL (OCEAN) CANOEING PADDLER IV	COASTAL (OCEAN) CANOEING INSTRUCTOR	FLAT WATER PADDLER IV
CANOE POLING	BASIC FLAT WATER PADDLER IV & WHITEWATER PADDLER IV	CANOE POLING INSTRUCTOR	WHITEWATER PADDLER IV
CANOE CAMPING	BASIC FLAT WATER PADDLER IV	CANOE CAMPING FLAT WATER INSTRUCTOR	FLAT WATER PADDLER IV
- FLAT WATER	BASIC FLAT WATER PADDLER IV	CANOE TRIP LEADER CERTIFICATION	
- MOVING WATER	MOVING WATER PADDLER IV	MOVING WATER PADDLER III BASIC WILDERNESS FIRST AID** CANOE TRIPPING LEVEL III	FLAT WATER LEVEL II PADDLER FLAT WATER LEVEL III PADDLER
- WHITEWATER	WHITEWATER PADDLER IV	CANOE CAMPING (TRIPPING) INSTRUCTOR	WHITEWATER PADDLER IV

* A Leader Counsellor becomes a Group Leader or Lead Counsellor when responsible for a group on their own.

Max Ration: 2 to 12 for Group
- Leader/Counsellor: 1 to 6
- Group Leader/Lead Counsellor: 1 to 12 with assistant leader
- if no moving water flat water III paddler only required
- ** less than 12 hours from medical aid
- *** more than 12 hours from medical aid

B.C.R.C.A. COURSE FORMAT


Master Instructor (Level V)
(at least one of these modules)
Instructor Certification Courses
Moving Water Instructor
Flatwater Instructor
Coastal Canoeing Instructor
Canoe Poling Instructor
Canoe Tripping Instructor
Moving Water Level IV
Flatwater IV (paddler)
Coastal Canoeing Level IV
Canoe Poling Level IV
Canoe Tripping Level IV
Moving Water Level III
Flatwater Level III (paddler)
Coastal Canoeing Level III
Canoe Poling Level III
Canoe Tripping Level III
Paddler Certification Courses
Flatwater Level II (paddler)
Flatwater Level I (paddler)

6.02 Course Description, Content and Availability

Courses and certification available through the B.C. Recreational Canoeing Association. See Appendix I.

(a) Basic Flat Water Canoeing - this course is offered in four levels (I, II, III, IV). Each level is slightly more complex than the preceding one.

Length: 10 hours each level
Prerequisites: level I - none, other levels completion of preceding level

(b) Coastal or Ocean Canoeing - this course is offered in two levels (III, IV) and includes instruction in paddling skills, navigation and safety.

Length: 10 hours each level
Prerequisites: Level II Paddler

(c) Whitewater Canoeing - this course is also offered in two levels (III, IV), teaches canoeing skills related to river running.

Length: 10 hours each level
Prerequisites: Level II Paddler

(d) Small Craft Safety Survival Instructor Training

- the purpose of the program is to train instructors to teach the Small Craft Safety Survival pupil training program.

The Survival Module provides an orientation to a small craft: rowboat, kayak, canoe, sailboard, or small power craft (under 10 h.p.). The basic safety, emergency procedures and rescue skills are included in the courses.

Length: 4 hours
Prerequisites: 16 years of age

Teaching and boating experience recommended

* Royal Life Saving Society Canada, Bronze Medallion with CPR is recommended
* The lifesaving prerequisite may be waived but adequate lifeguarding supervision must be on the teaching site.

6.03 Reference Material and Manuals

Basic River Canoeing
A book concentrating on new techniques of river canoeing, by Robert E. McNair, 3rd edition, 100 pp., illustrated (L.C.C.C. 70-86467).

Canoe Routes British Columbia
A book giving some information on the history of canoeing, classification of rivers, canoeing safety, equipment, ethics and routes by Richard and Rochelle Wright, 176 pp., illustrated (I.S.B.N. 0-919900-20-8).

Canoeing, A Guide to Safety in B.C.
A pamphlet on the basic knowledge one should have before venturing out on day trips in canoes on known waterways, Outdoor Recreation Council of B.C.

Song of the Paddle - Bill Mason
An illustrated Guide to Wilderness Camping
IBSN 1-55013-079-X (Bound)
IBSN 1-55013-082 (pbk)

Path of the Paddle - Bill Mason
An illustrated guide to the Art of Canoeing
IBSN 0-442-2930-4 (bound)
IBSN 0-919493-38-6 (pbk)

Films and Videos

See Appendix I

6.04 Canoeing Aids and Equipment

(a) Type and Size

The canoe models on the market are generally good, and the many types of materials used in construction allow buyers to be selective in deciding which craft will best suit their requirements. However, the following design characteristics should be considered in selecting a canoe:

1. A 15-foot canoe is light (50-65 lbs.) and popular with young paddlers, it is relatively slow because of the beam-length ratio, but adults padding alone often select it for demonstration routines where responsiveness and a high degree of maneuverability are needed.

2. The 16-foot canoe is the most popular for general recreational use. It may be used for single-or two-person paddling and, under normal conditions, can safely carry an extra adult or duffel of an adult's equivalent weight.

3. A 17-foot canoe will carry three adults or the equivalent weight in paddlers and duffel. An 18-foot canoe will accommodate another passenger or additional gear. Canoes of both lengths are often used for extended cruising.

4. A wide flat-bottomed canoe is relatively stable. If the full (broad) lines are carried well into the ends, additional stability and weight-carrying capacity can be expected. The longer (17-and 18-foot) models are well suited for shoal or white-water use and for cruising.

5. A canoe with full - or stubby-looking ends will "lift" over waves and ship less water than a canoe with sharp ends.

6. A canoe with a rocker-like curve to its bottom or keel is more maneuverable than one with a straight bottom.

7. A round-bottom canoe is usually narrower than a flat-bottom craft and has less stability. However, it is generally faster and is easier to paddle from the center (single) paddling position.

8. A long canoe is faster than a shorter canoe of the same basic design.

9. A canoe with high ends and freeboard is affected more by cross winds than one that has a lower profile.

10. A keelless canoe is more maneuverable than one with a keel and in white water is less likely to catch on shoal obstructions.

11. A shoe (flat) keel provides more protection to the bottom of a canoe than a narrow, deep one.

12. A canoe with hardwood gunwales and paddling thwarts instead of seats is preferred by experienced canoeists.

13. Except in very specialized cases, canoes must have built in floatation capable of holding canoe, plus 130 lbs. of weigh, afloat when full of water.

(b) Paddles

- two, plus a spare for a total of 3.

(c) Lifejackets

- one D.O.T. approved P.F.D. per person in canoe.

(d) Bailing Scoop (from Clorox bottle) and/or sponge.

(e) Bow and Stern Painters.

(f) Canoe Patch Kit.

(g) Waterproof bag or compartment.

(h) Knee pads.

(i) Sound signal (whistle, airhorn).

The type and amount of gear is generally determined by the conditions under which the canoe will be operated.

Section 7 KAYAKING

7.01 Minimum Proficiency Requirements

(a) Levels of certification referred to in this activity are based on the standard of the Whitewater Kayaking Association of B.C. and Sea Kayaking Association of B.C.

(b) To lead, instruct, or participate as an individual in different levels or classifications of kayaking activities the following guidelines must prevail. A leader who is to instruct must be certified to teach that level and/or be able to demonstrate competency in the activity at that level. Individuals must not be allowed to participate in kayaking programs that are beyond their training and experience.

Level of Responsibility & Certification Required			
Level of Kayaking to be Taught or Participated in	Leader/ * Counsellor	Group Leader/ Lead Counsellor	Participants Prerequisites to Instruction
Introductory Kayak Paddling "Flat Water"	Introductory Kayak Paddling Cert.	Introductory Kayak Instructor Certificate Level I	Ability to swim is desirable; confidence in water; wearing a PFD is mandatory
Advanced Kayak Paddling "Moving Water"	Intermediate Kayak Paddling	Kayak Instructor Level II	Basic Kayak Paddling

* A Leader/Counsellor becomes a Group Leader or Lead Counsellor when he/she is responsible for a group on his/her own.

(c) Recommended Pupil/Teacher (Group Leader) Ratios:

Type of Water	For Effective Teaching	Maximum
Pool	8 - 1	16 - 1
Flat Water	8 - 1	16 - 1 plus two assistants
Moving Water Grades 1 & 2	4 - 1	8 - 1 plus two leaders

(d) Water Condition Restrictions for Instruction:

Introductory Level - Pool or protected water only, absolutely no current

Basic Level - Up to Grade 2 water

(e) individuals participating in whitewater canoeing (KAYAK) activities as part of a group or as a leader must be experienced and certified to a required standard for that activity before they can go beyond the bounds of a given marked off flatwater area which is being supervised by a qualified lifeguard. The exception being where they are under the direct supervision of a qualified Kayak Instructor for a specific level of kayak instruction and each participant meets the prerequisites to instruction listed above.

Classification of Rivers

An international standard for classifying the difficulty of rivers and rapids for kayaks and canoes has been arrived at and is described in part below. Guide books containing grades for popular rivers in B.C. are available. Know the grades or classification of the waterways that your programs take place on and know the capabilities of your leaders and participants. Canoe and kayak leaders must be able to rely on their own experience and judgement as well as guide books.

(a) Grade 1
Suitable for novices.

Easy. Waves small and regular; passages clear; occasional sand bank and artificial difficulties like bridge piers.

(b) Grade 2

Suitable for intermediate paddlers.

Quite easy. Waves small and regular; passages clear; occasional sand bank and artificial difficulties like bridge piers.

(c) Grade 3

For expert paddlers in open Canadian canoes and suitable for experienced paddlers in closed canoes and kayaks.

Medium difficulty. Waves numerous, high irregular; rocks and narrow (clear) passages. Considerable experience in manoeuvering required. Advanced scouting usually needed. Canoes will ship water and unless equipped with spray covers, will require frequent emptying. Kayaks must be equipped with spray covers.

(d) Grade 4

Not suitable for open Canadian canoes. Suitable for expert closed canoes and kayaks only.

Difficult. Long rapids; powerful irregular waves; dangerous rocks; boiling eddies, passages difficult to reconnoiter. Advance scouting mandatory; powerful and new precise manoeuvering required. Spray decks mandatory.

(e) Grade 5

Not suitable for open Canadian canoes. Suitable for expert paddlers only, enclosed canoes and kayaks, with specific whitewater training, under expert leadership.

Very difficult. Extremely demanding, long and very violent rapids, following each other almost without interruption. River bed extremely obstructed, big drops, very steep gradient. Advance scouting mandatory and usually difficult, due to nature of terrain.

(f) Grade 6

Not suitable for open Canadian canoes. Suitable for teams of expert paddlers only, in closed boats at favourable water levels and only after careful study with fully trained and experienced rescue teams in position.

Extraordinarily difficult. The difficulties of Grade 5 carried to extremes. Nearly impossible and very hazardous.

Classification of Paddlers

(a) **Novice** - Paddler has received basic instruction and has practiced under supervision.

(b) **Intermediate** - Paddler is in second season of paddling and is able to demonstrate his/her ability to paddle Grade 2 water with confidence; has had some Grade 3 experience; and some rolling experience in closed boats.

(c) **Experienced** - Paddler is in at least his/her third season of paddling; is able to paddle Grade 3 water successfully; has had some Grade 4 experience; and is able to roll closed boats successfully at least 50% of the time.

(d) **Expert** - Paddler is able to paddle Grade 3 water with confidence; can paddle Grade 4 water successfully; and is able to roll closed boats nearly always.

7.02 Course Description, Content, Availability

Courses and certification available through the Whitewater Kayaking Association of B.C. See Appendix I Outdoor Recreation Council of B.C. Directory.

(a) **Basic Kayak Paddling** - this is a basic introductory course in paddling a kayak. Course material includes equipment, safety procedures and precautions, basic paddling strokes and eskimo rolls. Flatwater.

Length: 20 hours
Prerequisites: None

(b) **Intermediate Kayak Paddling** - this course gives a review of all the basics and requires perfection of the eskimo roll. Course material includes advanced strokes and advanced rescue techniques. Paddling up to Grave IV water is also required.

Length: 20 hours
Prerequisites: Basic Kayak Paddling or minimum of one season paddling and Grade II water capability

(c) Kayak Instructors Course - this course gives training and instruction techniques in all facets of kayaking.

Length: 20 hours
Prerequisites: 3 years paddling and Grade IV water capability.

7.03 Reference Material and Manuals

Sea Kayaking by John Dowd, published by Douglas & McIntyre, Vancouver, B.C. I.S.B.N. 0-88894-305-9 1981 (240 pages).

Sea Kayaking Canada's West Coast by John Ince and Hedi Kottner, Raxas Books Inc. Vancouver, B.C. 1982 (240 pages) I.S.B.N. 0-9691064-0-8.

Kayaking, A Guide to Safety in B.C.
A pamphlet produced by the Outdoor Recreation Council of B.C. on the basic knowledge one should have before venturing into B.C. waterways on day trips in kayaks on known waterways.

(see Canoeing).

7.04 Kayaking Aids and Equipment

(a) Type and Size

A variety of kayaks and decked canoes are available for paddling ocean waters, surf, inland lakes, and rivers. The difference in boat design affects strength, weight, speed, maneuverability and stability.

Lake and ocean touring boats should be fast and have good tracking qualities. River running boats are designed for maneuverability.

One must first decide what activities a boat would be used for and then acquire a design and size which are the best compromise.

(b) Paddle

(c) Lifejacket (approved)

(d) Patch Kit

(e) Waterproof Bag or Compartment

(f) Sound signal (whistle, airhorn, claxton).

The type and amount of equipment is generally determined by the conditions under which the kayak will be operated.

Films and Videos - See Appendix

Section 8 SAILING

8.01 Minimum Proficiency Requirements

(a) Standards and levels of certification referred to in this activity are based on the B.C. Sailing Association and Canadian Yachting Associations Standards.

(b) A leader involved in, or instructing in, sailing programs must have an unexpired certificate indicating successful completion of training and/or the ability to demonstrate competency in that activity at levels equal to or better than the responsibility level required by the type of program.

(c) Individuals must not be allowed to participate in sailing programs that are beyond their training and/or experience.

8.02 Course Description, Content, Availability

Courses and certification available through the B.C. Sailing Association.

(a) Learn to Sail Dinghy Proficiency - this is a seven level program designed to cater to both young and adult training programs. The "White Sail" (levels I, II, III), covers basic knowledge of sailboating, safety procedures, rules of the road, and simple theory and practice. The "Bronze Sail," (levels IV, V), include the use of spinnakers, sailing in stronger winds, turning the boat, more advanced sailing theory, safety precautions, boat maintenance and handling. The "Silver Sail" (level VI), introduces the participant to the skills and knowledge necessary to start racing activities. The "Gold Sail" (level VII), provides advanced sailing, racing, and seamanship skills.

Length: approximately 3 weeks for each level
Prerequisites: level one - none, each other level requires proficiency and knowledge of previous level.

LEVEL OF RESPONSIBILITY & CERTIFICATION REQUIRED			
Level of Sailing to be Taught or Participated In	Leader/ Counsellor *	Group Leader/ Leader Counsellor	Participants Prerequisites to Instruction or Involvement in Program
White Sail Levels I, II III (Basic Techniques & Safety)	Assistant Sailing Instructor	Sailing Instructor	Level I Instruction on Small Craft Safety-Each Other Level - Proficiency and knowledge of previous level
Bronze Sail Levels IV & V (Intermediate	Assistant Sailing Instructor	Sailing Instructor	Proficiency & Knowledge of Previous Level
Silver Sail Level VI (Racing Techniques)	Sailing Instructor	Senior Sailing Instructor	Proficiency & Knowledge of Previous Level
Gold Sail Level VII (Advanced Sailing)	Sailing Instructor	Senior Sailing Instructor	Proficiency & Knowledge of Previous Level
Basic Coastal Cruising		Basic Coastal Cruising Instructor	Some Small Craft Safety Training & Boating Exper.
Advanced Coastal Cruising		Advanced Coastal Cruising Instructor	Certificate in Basic Coastal Cruising
Offshore Cruising		Offshore Cruising Instructor	Certificate in Advanced Coastal Cruising

* A Leader/Counsellor becomes a Group Leader or Lead Counsellor when he/she is responsible for a group on his/her own.

(b) Instructor Certification Program - the classification of instructors has been set up to recognize a broad area of expertise and an increasing demand for instruction in areas or situations which require only dinghy sailing proficiency and perhaps only on small bodies of water. Dinghy instructor classifications include:

1. Assistant Sailing Instructor
    - give basic instruction to beginner adults or juniors under direction of a sailing instructor.

2. Sailing Instructor
    - is the instructor for all programs or head instructors for junior programs;
    - develops lesson plans, instructor aids and lectures;
    - assists in school organization, administration and program planning.

3. Senior Sailing Instructor
    - is the head instructor for sailing schools;
    - he/she will plan, organize and administer sailing schools, and club programs;
    - train sailing instructors and assistants.

Length: approximately five days for each level
Prerequisites: minimum level of dinghy proficiency, R.L.S.S.C. bronze medallion, and standard first aid

(c) Learn to Cruise Program - this is a three level program.

1. Basic Coastal Cruising
    - covers basic knowledge of sailboat, safety procedures, rules of the road, navigation and simple sailing theory;

2. Advanced Coastal Cruising
    - includes sail theory, weather, seamanship, engineering safety and sailing by day or night on inland or coastal waters in any weather.

3. Offshore Cruising
    - upon completion of this level an individual should be able to act safely as a skipper or crew of a sailing cruiser on offshore passages requiring celestial navigation.

Length: 1 to 2 weeks each levels
Prerequisites: each level requires knowledge of material covered in previous level

(d) Cruising Instructor Certification Program - three basic levels of instructors have been developed to teach the cruising program.

- Basic Coastal Cruising Instructor
- Advanced Cruising Instructor
- Offshore Instructor

Each level instructs the corresponding course in the Learn to Cruise Program.

Length: varies
Prerequisites: a minimum level of cruising proficiency - varies with each level

8.03 Reference Material and Manuals

Hand Reef and Steer
A practical handbook on cruising by Richard Henderson.

Basic Sailing Skills
by Don Griffin, Canadian Yachting Association.

Advanced Sailing Skills
by Don Griffin, Canadian Yachting Association.

Sailing - A Guide to Safety in B.C.
A pamphlet produced in cooperation with the B.C. Sailing Association on basic sailing concerns and guidelines; Outdoor Recreation Council of B.C.

Safe Boating Guide
A booklet produced by the Canadian Coast Guard (Transport Canada) providing information on regulations and guidelines on fitting out your boat, operating your boat, boat safety, marine search and rescue and standard buoy markings.

8.04 Sailing Aids and Equipment

(a) Type and Size

Types of recreational sailing boats can be broadly classified as follows:

- sailing prams and dinghies;
- day sailers;
- racing classes;
- cruising classes;
- a special group consisting of:
    - board boats;
    - canoes;
    - and multi-hulled catamarans and trimarans.

Although day sailers and cruising craft are often raced in competition with other boats of the same type, or under time handicap arrangements, the day sailer is essentially a family boat designed for a safe, comfortable day afloat, whereas a cruising boat is built for sailing in comfort and safety for extended periods of time. The racing craft, on the other hand is a highly efficient machine that is rigged, tuned, and sailed to cover distance in the shortest possible time. Obviously, no single hull design is best for all purposes and conditions. The type and size will depend upon the type of sailing it is to be used for.

(b) Equipment

Transport Canada regulations require that sail boats carry certain equipment depending on the size of boat. Please refer to the Safe Boating Guide under Reference Material and Manuals.

Films and Videos - See Appendix I

Section 9 POWER BOATING

9.01 Minimum Proficiency Requirements

(a) levels of certification referred to in this activity are based on the water safety program of the Canadian Red Cross, Canadian Coast Guard, and Canadian Power Squadrons, standards.

	Level of Certification			
	Canadian Red Cross		Canadian Coast Guard	Canadian Power Squadron
LEVEL OF RESPONSIBILITY	Small Craft Powering I	Small Craft Instructor	Advanced Boating Safety	Boating Course
Leader/ * Counsellor	M.H.	D.H.	D.H.	D.H.
Group Leader Lead Counsellor	M.H.	D.H.	D.H.	M.H.
Instruct/ Teach				M.H. plus more advanced courses

* A Leader/Counsellor become a Group Leader or Lead Counsellor when he/she is responsible for a group on his/her own.

(b) all boating programs must conform to the standards and requirements of the Canadian Ministry of Transport, the Canada Shipping Act and guidelines laid out for the operation of such craft by the program organizers.

9.02 Course Description, Content, Availability

Courses and certification are available through the Canadian Red Cross, Canadian Coast Guard, and the Canadian Power Squadrons.

(a) Small Craft Safety - Powering I (Canadian Red Cross)
- to develop the skill and knowledge of basic power boat operation.

Length: 12 hours
Prerequisites: 12 years or older, Small Craft Survival

(b) Small Craft Safety Instructor - Power (Canadian Red Cross) - the candidate in this program will improve his/her boating skills and increase their knowledge of safe boating practices while developing themselves as a leader and instructor.

Length: 25 hours
Prerequisites: minimum 17 years old and hold current Water Safety Instructor award or demonstrate teaching equivalent.

(c) Advanced Boating Safety (Canadian Coast Guard) - this course gives instruction in the usage of Transport Canada required safety features and devices and life-jackets, ventilation and flame arresters, fire extinguishers, small craft maintenance, trailers and trailering.

Length: 12 hours
Prerequisites: must be a boater

(d) Boating Course (Canadian Power Squadrons) - this course gives a basic introduction to the handling of small craft. Course materials includes equipment and boating laws, "rules of the road," seamanship, safety afloat, use of a mariner's compass and aids to navigation, charts and piloting manners and customs.

Length: 36-40 hours
Prerequisites: none

9.03 Reference Materials and Manuals

Boating in Canada
A step-by-step manual for beginning boaters with a text. It offers a basic minimum of information which a beginner can apply to enhance his safety and enjoyment, seamanship, and piloting, by Garth Griffiths, second edition, 328 pp., illustrated (I.S.B.N. 0-8020-1817-3).

Boating Handbook (1982)
See listing under SAILING (Section 8).

9.04 Power Boating Aids & Equipment

(a) Type and Size

There are two basic hull designs: the displacement type, which plows through the water, and the planning hull, which skims on the surface. The choice of the power system, inboard or outboard for each type may be based upon individual preference, cost, or for what and how the boat will be operated.

Transport Canada has 5 classifications for recreational boats based on size:

- vessels not longer than 5.5 metres;
- vessels longer than 5.5 metres but not longer than 8 metres;
- vessels longer than 12 metres but not longer than 20 metres;
- vessels longer than 20 metres.

(b) Equipment

Transport Canada regulations require that power boats carry certain equipment depending on the size of the boat. Please refer to Section 8.04, Sailing Aids & Equipment, sub-section b, for an example of equipment for power boats over 5.5 metres but under 8 metres.

Films and Videos - See Appendix I

Section 10 UNDERWATER DIVING

10.01 Minimum Proficiency Requirements

(a) Levels of certification referred to in this activity are based on the standards of the Royal Life Saving Society and National Association of Underwater Instructors.

(b) Anyone participating in this type of activity must be certified and be able to demonstrate competency in the activity at an acceptable level (minimum certification "Basic Scuba Diving") or be under the direct supervision of a qualified instructor who is instructing that person in scuba diving.

(c) All Leaders/Instructors must produce proof of annual proficiency dive (personal log).

LEVEL OF RESPONSIBILITY	Level of Certification				
	Royal Life Saving Society	NATIONAL ASSOCIATION OF UNDERWATER INSTRUCTORS			
	Scuba Bronze	Basic Scuba Diving	Dive Master	Asst. Inst.	Underwater Inst.
Leader/Counsellor *	D.H.	M.H.	D.H.	D.H.	D.H.
Group Leader Lead Counsellor	D.H.	M.H.	M.H.	D.H.	D.H.
Instruct/Teach					M.H.

M.H. - means must have. D.H. - means desired to have.

* A Leader/Counsellor become a Group Leader or Lead Counsellor when he/she is responsible for a group on his/her own.

10.02 Course Description, Content, Availability

Courses and certification are available through the Royal Life Saving Society, National Association of Underwater Instructors, and the Professional Association of Diving Instructors.

(a) Scuba Bronze (R.L.S.S.C.) - this award is designed to provide basic training for scuba divers in order to make them aware of skills which may save their own lives or those of others.

Length: 20 hours
Prerequisites: minimum age 16 years and certified in basic scuba diving

(b) Basic Scuba Diving (N.A.U.I.) - this course or a similar one put on by PADI gives participants an introduction to underwater diving during which they will gain a basic knowledge of scuba equipment and its uses as well as safety procedures. This is a minimum level of training for anyone wishing to use a Self Contained Underwater Breathing Apparatus (S.C.U.B.A.). Proof of this mandatory training, in the form of a certification card is required.

Length: 2 nights a week for one month
Prerequisites: must have own personal equipment and be able to swim

(c) Divemaster (N.A.U.I.) - the Divemaster course is designed to train experienced and knowledgeable divers to organize and conduct safe and enjoyable dives for certified divers. The Divemaster is capable of handling others safely in open water.

Length: 36 hours
Prerequisites: certified scuba diver and have life-saving training, minimum age 18 years

(d) Assistant Instructor (N.A.U.I.) - the N.A.U.I. Assistant Instructor rating is intended for divers who want to become N.A.U.I. instructors. The program is designed to help individuals achieve acceptable competency levels before attending an Instructor Training course.

Length: 24 hours
Prerequisites: certified scuba diver, minimum one year diving experience, and minimum of 18 years of age

(e) Underwater Instructor Training (N.A.U.I.) - this course is designed to enhance a person's ability to teach diving. The course ties together the participants knowledge with a safe, effective means of communicating that knowledge to the student.

Length: one week
Prerequisites: certified scuba diver with minimum of one year diving experience and have life saving training and a first aid certificate

10.03 Reference Materials and Manuals

The P.R.O. Manual
This N.A.U.I. manual provides a recognized approved standard system of diver training. It provides the means for instructors to ensure that minimum standards of knowledge and abilities are met in classes and outlines a carefully prepared program sequence which conveys the basic elements that are needed for safe effective open water skin or scuba diving, by Ted Boehler, approximately 518 pp., illustrated (I.S.B.N. 0-916974-26-X).

Scuba Diving - A Guide to Safety in B.C.
A pamphlet on the basic knowledge one should have and preparations you should make before exploring the underwater regions of this province. Available from the Outdoor Recreation Council of B.C.

10.04 Underwater Diving Aids & Equipment

Before S.C.U.B.A. diving, one must first successfully complete a training course. This will be your greatest aid, the second will be to plan your dive and dive your plan.

Your most important piece of equipment is your "Buddy". Your buddy provides mutual support and safety. For a safe dive when using self-contained underwater breathing apparatus, a minimum amount of personal gear is required:

- wet or dry exposure suit with power inflated buoyancy compensator;
- properly fitting mask with tempered faceplate and snorkel;
- fins designed to match the diver's leg strength;

- boots and gloves;
- quick-release weight belt;
- depth gauge, and watch or bottom timer;
- diver's knife;
- diving flag.

Some diving activities require specialized equipment. For example, on a night dive, each diver requires a diving light and a chemical marker light mounted on the tank valve for buddy location.

Films and Videos - See Appendix I

Section 11 WATERSKIING

11.01 Minimum Proficiency Requirements

Skiing should never be done in less than five feet of water, novice swimmers should improve their swimming skills before trying to water ski. The floatation device worn by all knowing skiers is not a substitute for swimming ability.

The Canadian Water Ski Association has developed a number of standard hand signals and other safety guidelines which must be known and promoted by leaders supervising or instructing in water skiing. Participants in this type of activity should learn how to ski and how to do new stunts progressively, preferably under instruction from well experienced skiers and/or accredited instructors.

11.02 Course Description, Content and Availability

Current information available via the Outdoor Recreation Council of B.C. See Appendix I.

11.03 Reference Material and Manuals

Water Skiing

A guide to safety in British Columbia via the Outdoor Recreation Council of B.C. See Appendix I.

11.04 Waterskiing Aids & Equipment

- approved lifejacket of special design for water skiers;
- good swimming abilities;
- skis and bindings giving a comfortable fit - one pair of skis will not cover a range of people varying in size from a child to an adult. Size needed will also be effected by the speed used;
- polyethylene or polypropylene tow ropes (75 feet);
- plastic float;
- towing bridle, ski hitch, or towing pylon;
- ski flag;
- a boat with sufficient power to easily lift skier(s) out of the water and that meets all Canada Transport requirements;
- an observer and an experienced boat operator (2 responsible people);

- skier, observer and boat operator must know the accepted water ski signals:
  - o to start;
  - o adjust speed;
  - o change direction;
  - o stop and
  - o I'm ok sign following a fall.
- the craft must be operated according to the skier's ability;
- no one should ride the gunwale or the back of the seat.

Films and Videos - See Appendix I.

Section 12 BOARD SAILING

12.01 Minimum Proficiency Requirements

Board sailing is one of the fastest growing water sports in the world; it is fast paced, colourful and exciting. Common sense safety practices and instruction from experienced board sailors can make board sailing enjoyable and safe even with the relatively cold water and pattern of rapid weather changes that are common to the province.

A sailboard is classified as a vessel under Transport Canada's Small Vessel Regulations and must be operated in a thoughtful and courteous fashion and in accordance with the Federal Small Craft Boating Regulations. By law, each person is required to have an approved P.F.D. or lifejacket.

12.02 Course Description, Content, Availability

Courses in board sailing (wind surfing) are available from: Malaspina College, University of Victoria, Strathcona Park Lodge and Outdoor Education Centre, and a number of other certifying boardsailing schools recognized by the Canadian Yachting Association and the B.C. Sailing Association. See Appendix I.

12.03 Reference Material and Manuals

PAMPHLETS

Board Sailing - A Guide to Safety in B.C.
An Outdoor Recreation Council of B.C. publication in their safety and awareness pamphlet series. This one addresses key concerns a novice or experienced board sailor should have to enable one to get the most satisfaction and enjoyment out of this relatively new outdoor recreation.

Board Sailing - Safety is no Accident
A federal publication addressing some of the concerns for safety in this new approach to water oriented recreation Canada Coast Guard.

12.04 Board Sailing Aids & Equipment

- Reliable board and rigging which must be kept in good shape, with particular attention being given to outhaul, downhaul, and front haul rigging lines, a tow ring in the bow of the board, and a bungy cord to help insure that the board is not blown away from the mast and sail when capsized;
- Approved Personal Flotation Device - Life Jacket/Belt;
- wetsuit or protective clothing to prevent wind chill;
- visor or hat;
- small tow cord (may be stored in pocket made in sail);
- sound signal (whistle).

In addition, to prevent temperature related problems in cold weather, one must dress accordingly, i.e. gloves, hat or toque, waterproof boots or shoes.

Films and Videos - See Appendix I.

Section 13 HIKING, BACKPACKING OR OUT-TRIPPING

Standards and requirements for this type of outdoor wilderness activity vary from basic to a very high level of expertise, depending on the requirements of the outing, the needs of the participants, the terrain, the time of year, the environment, the weather, etc.

Every out-trip must have a written statement of goals, objectives, time schedule, etc. and this should be discussed with the participants before departure.

In general out-tripping leadership should provide for:

- a minimum leader/participant ratio of 2:10, with no fewer than two leaders on any trip (see Section 1.06 Leader-Participant Ratio;
- a group leader/lead counsellor with the level of knowledge and ability to lead and meet the requirements of the program and the challenges of the terrain and environment;
- a leader qualified to supervise water oriented programs if such activities are anticipated along the way (i.e. swimming, boating, etc.);
- trip leaders with training in: first aid, wilderness travel and camping, outdoor survival, conservation and environmental awareness, communication and emergency procedures, etc.

Pre-trip procedures should include:

- assistance to participants in; preparing themselves to be physically fit and capable of meeting the requirements of the outing, knowing what clothing, personal equipment and food will be needed and how to pack it;
- instruction in safe and proper use of all equipment the participant may be expected to use on the trip;
- approval by the administrator or program director of the trip route, logistics and activities;

- designation of an emergency liaison coordinator. This being a responsible person who is at least 18 years of age, not participating in the trip itself, but will possess the following information about the trip if any problems arise:

  (a) names of all participants;
  (b) exact trip itinerary;
  (c) number of hours/days, including departure and return dates and times, allowed for trip;
  (d) rescue and evacuation plans and location where applicable;
  (e) pertinent medical information about trip participants;
  (f) equipment, clothing and supplies taken on the trip.

Safety and health procedures to be taken on the trip should include:

- taking care that participants are not asked to perform activities beyond their training and/or capabilities. Remember every member of a backpacking expedition must carry the required pack as well as walk the required distance. If one member becomes a casualty or cannot holdup under the load, other members of the group will be increasingly burdened or restrained.

- travelling at the speed of the slowest member of the party.

- where the hike is of more than one day's duration, the inspection of the participants feet each day to ensure that they are in good condition for the next leg of the expedition.

- the following are safety precautions for swimming or other waterfront activities:

  (a) inspection of area before use with regard to depth, water hazards and the condition of the bottom;
  (b) defining boundaries;
  (c) provision of a watercraft if swim area extends more than 20 metres (65 ft.) from shore;
  (d) emergency "assists" available;
  (e) supervision of all swimming by leaders qualified for such activity;
  (f) swimming/boating only between dawn and dusk.

- a first aid kit prepared and stocked with supplies appropriate for the area, type of trip, and availability of emergency assistance. All leaders must know where the kit is, what it contains and how to use it.

- compliance with stationary camp guidelines for drinking water, sanitation practices, food supply and environmental awareness. Water purification tablets or other means of disinfecting water should be available at all times.

- any water craft or motorized form of transport must meet regulations applicable to that type of equipment.

- the carrying of an emergency equipment kit appropriate to the equipment being used. Leaders must be trained in its use.

- The leader of a wilderness hiking party accepting responsibility for the safety of its members must state at the outset the basic rules of conduct for trail safety and show how a breach of rules can endanger the safety of everyone.

If such outings are to take place in the winter, extra precautions and specialized training should be undertaken to ensure a safe and enjoyable trip.

- consideration should be given to increasing the leadership/participant ratio, particularly if the participants are young and/or inexperienced, if the trip is to be long or difficult, or if the leadership has not had extensive experience in winter out-tripping. All leaders must have special training in:

(a) winter outdoor skills and safety practices;
(b) frostbite prevention and detection;
(c) hypothermia prevention and treatment;
(d) emergency procedures;
(e) avalanche training if traveling in avalanche terrain.

- all participants must be instructed in the difference between camping in winter and other seasons and special hazards of winter out-trips;

- a list of winter clothing and personal equipment necessary for winter out-trip participants must be provided. Where practical, leaders should check and supervise the participant in the packing of clothing, personal equipment, etc. for the trip.

A written policy should be formulated regarding travel during inclement weather conditions. Under such conditions, it is the responsibility of leaders to organize, if necessary, temporary shelter or evacuation procedures during hazardous conditions.

13.01 Minimum Proficiency Requirements

Because of the multitude of unknowns in this type of activity very few governing bodies are prepared to certify that a person is specifically qualified to lead in this field. Leaders in this type of activity, however, must be qualified and/or be able to demonstrate competency in leadership ability, first aid, wilderness survival, route finding and other wilderness camping skills. Please refer to specific sections for qualifications and/or levels of expertise required.

13.02 Course Description, Content, Availability

Courses or training in this or supporting fields are available through a number of organizations. In most cases the level to be set as the requirement, will be determined by the type of program and its goals or needs. Please refer to appropriate sections of this manual for details and the Directory of Outdoor Recreation Council of B.C. See Appendix I.

13.03 Reference Materials and Manuals

There are many informative and well written publications on hiking and backpacking. People involved in leadership in this field would do well to search out and read some of this material. A few examples would include:

BOOKS

Hiking Light
by Joan Marlyn, Seattle: The Mountaineers, 1982

Backpacking: One Step at a Time
by Harvey Manning, New York: Vintage Books, (Random House), 1980

Backpacking Basics
by Thomas Winnett, Berkeley: Wilderness Press, 1979

Walking Softly in the Wilderness
by John Hart, San Francisco, Sierra Club, 1977

Wilderness Survival
by Berndt Berglund, Toronto: Paguarian Press Ltd. 1975
(SBN 684-1341-X)

Coast to Coast Survival
by Wallace William Hacking - 1st Edition, 1991. #6 9855 Rest Haven Drive, Sidney, B.C., V8L 3E7. A comprehensive instructional, informative book on survival skills with practical application in wilderness environments.

PAMPHLETS

Hiking, A Guide to Safety in B.C.
A guide to basic knowledge one must have before venturing into the wilderness using established trails, developed and printed by the Outdoor Recreation Council of B.C. and the Federation of Mountain Clubs of B.C.

13.04 Hiking and Backpacking Aids and Equipment

The following outline contains items that will make an outing or a trip more enjoyable and safer. Most items should be carried by each person, while some (i.e. a stove or tent) could be considered group gear and be distributed amongst the group. It is important, however, for each person to carry items they would need if they were lost or separated from the group.

A capable leader will have the training and experience to layout and plan for the needs of each outing, including minimum clothing, food and equipment requirements. A good leader will recognize that the needs will vary greatly from those for a one hour hike on trails close to base camp to those of a full day or one week expedition.

A leader must consider the need for each person on the outing having:

Clothing:

On their body (wearing)
- sturdy boots with lugged soles
- wool socks (one thick and one thin pair)
- wool or wool blend pants and shirt
- sweater/jacket (wool or wool blend)
- head covering (sun hat or toque)

NOTE:

It is recommended that the layer system be used. This means wearing light layers of clothes rather than just one heavy sweater or jacket, thus allowing clothing to be adjusted to meet the temperature requirements of the body.

In snowy or cold weather conditions add:
- windproof pants
- heavier parka or jacket
- mitts
- snow goggles and gaiters

In a pack:
- T-shirt
- extra socks
- windproof jacket
- rain gear
- sunglasses
- mitts

Food in pockets:
- for snacking

In a pack:
- for meals
- extra for unexpected delays

Equipment - in pockets or on belt
- knife
- map and compass
- insect repellent
- water bottle
- emergency survival kit
- personal first aid material including moleskins
- some type of whistle (not metal)

- IN A PACK OR PACK & PACKFRAME if applicable

(a) personal needs

- sleeping bag with stuff sack/liner seasonally appropriate
- ground sheet
- tent, or other shelter material
- ensolite pad
- canteen equipment
- pencil and paper
- first aid kit (personal)
- extra clothing
- flashlight
- toiletry needs
- litter bag, etc.

(b) group needs

- cooking pots
- stove, fuel
- tarp
- 100 ft. rope, etc.
- first aid kit (group)
- repair kit

In a number of wilderness areas you are required to register with the administering agency of that area (i.e. Parks, Provincial Forests, etc.) before and after a trip. Camping and fire regulations should be checked before any outing.

Emergency help in back country areas is often 24 to 48 hours away. Wise backpackers carry a good survival and first aid kit and have obtained training in emergency care. Leaders will be the first ones who will have to deal with any injury or illness.

An avalanche course is required if traveling through potential avalanche terrain.

Avalanche transceivers are recommended if travelling through avalanche terrain.

Films and Videos - See Appendix I.

Section 14 MOUNTAINEERING

This province offers almost unlimited opportunities for mountaineers to enjoy what they have come to call "the freedom of the hills". With that freedom comes a full wilderness citizenship, with all its privileges and rewards, its responsibilities and demands. That freedom, however, is dependent largely on the ability of the group or parts, whatever the size, to handle every problem of travel and living, including emergencies, with nothing more than what they can carry conveniently on their back; using their physical resources and the knowledge and judgement they have gained through experience. Each participant has a great responsibility to the environment, to the party, and to themselves.

All areas of B.C. above timberline, present special difficulties and hazards for the traveller to overcome. Many of the techniques used to overcome the difficulties are learned only through proper training and instruction, and the judgement necessary to recognize many of these concerns or dangers comes only with increasing experience in mountain travel.

It is mandatory therefore, that an organization participating in or offering these activities, use leaders and instructors who are experienced and trained in the levels of mountaineering being offered. In general, the standards and guidelines outlined in Section 13 HIKING, BACKPACKING, or OUT-TRIPPING are applicable to mountaineering, however, in this type of activity they must often be set even higher.

With the best of intentions it is often difficult for anyone, particularly the beginner, to apply proper judgement in unanticipated circumstances. For this reason there has been developed, over many years, a standard of judgement - a mountaineer's climbing code - based on careful observation of the habits of skilled climbers and thoughtful analysis of accidents.

A Standard of Judgement: A Climbing Code

- A climbing party of three is the minimum, unless adequate prearranged support is available. On glaciers, a minimum of two rope teams are recommended. In rock climbing on a rock-face, a maximum of three to a rope is recommended.

- Rope up on all exposed places and for all glacier travel. Anchor all belays.

- Keep the party together, and obey the leader or majority rule.
- Never climb beyond your ability and knowledge.
- Never let judgement be overruled by desire when choosing the route or deciding to turn back.
- Carry at all times, the clothing, food and equipment necessary.
- Leave a trip schedule or plan with a responsible person.
- Follow the precept of sound mountaineering as set forth in textbooks or recognized merit.
- Behave at all times in a manner that will not reflect unfavorable upon mountaineering.

From the very outset, all climbers must realize that the burden of safety and accident prevention rest with the individual. Skill, knowledge, suspicion and caution can reduce the probability of having an accident.

The term MOUNTAINEERING includes many levels or types of mountain climbing activities varying from rock climbing to technical snow and ice mountaineering.

Rating of Climbs

A rating system is intended to give climbers some idea of the level of difficulty they can expect to find on a climb. Different systems have attempted to do this in different ways and as these are used, they evolve. Most classifications are combinations of several systems. When using such systems one must make sure they fully understand and are aware if there has been any changes that may affect the route description you are using.

Under the Yosemite Decimal System (YDS) there are six classes of climbs:

Class 1 - Hiking
Class 2 - Off-trail scrambling
Class 3 - Climbing rope for beginners
Class 4 - Belayed climbing
Class 5 - Leader places protection
Class 6 - Aid climbing

Table Comparison of Free Climbing Ratings.

Welzenbach	YDS	NCCS	UIAA	Australian	British Numerical Pitch	British Adjectival
1	Class 1	F1	I	1		Easy (E)
2	Class 2		II	2		
3	Class 3	F2		3	1 a,b,c	Moderate (MOD)
4	Class 4	F3	− III	4		
5	5.0	F4	III	5	2 a,b	Difficult (DIFF)
	5.1		+ III	6		
	5.2		− IV	7	2c, 3a	Very Difficult (V DIFF)
	5.3	F5	IV	8 9		Mild Severe
	5.4		+ IV	10	3 b,c 4a	Severe (S)
	5.5	F6	− V	11 12		Hard Severe
	5.6		V	13 14	4 a,b,c,	Very Severe (VS)
	5.7	F7	+ V	15 16		
	5.8	F8	− VI	17 18	5 a,b	Hard Very Severe (HVS)
	5.9	F9	VI	19 20	5 b,c	Mild Extremely Severe (MXS) (E1, E2)
	5.10a	F10	VII	21		
	5.10b			22		
	5.10c	F11		23		
	5.10d			24		
	5.11a	F12	VIII	25	6 a,b,c	Extremely Severe (XS) (E3, E4)
	5.11b			26		
	5.11c	F13		27		
	5.11d					
	5.12a		IX		7a	Hard Extremely Severe (HXS) (E5)
	5.12b					
	5.12c					
	5.12d					

14.01 Minimum Proficiency Requirements

While mountaineering can be broken down into a few specific activities such as Alpine Hiking, Rock Climbing, Rappelling, Snow and Ice Climbing and Glacier Travel, leaders and instructors for the most part, and particularly as the group advances to higher altitudes, must be trained and experienced in a variety of skills. Such skills and related knowledge will be important to the safety and survival of any group in the mountains and would include:

- alpine equipment and clothing;
- high altitude camping and sleeping;
- alpine cuisine;
- wilderness travel (hiking, backpacking or out-tripping)*;
- route finding*;
- ropes and knots;
- belaying;
- rapelling (abseiling);
- rock climbing;
- free climbing;
- aid climbing;
- snow and ice climbing and travel;
- glacier travel;
- first aid*;
- alpine and mountain rescue;
- avalanche awareness and rescue;*
- survival*;

*Skills covered in other sections of this manual.

To lead, instruct, or participate as an individual in these different activities and/or levels/classifications of mountaineering the following guidelines must prevail.

Leaders - must be physically fit and ideally in an age group of 25-35 years. They must be competent mountaineers with at least two years of active mountaineering experience. Leaders must be able to demonstrate their competency and not lead beyond their own level of climbing.

Group Leader - as above but with 5 years of active mountaineering experience of which at least 2 must have been as a leader with or in a recognized mountaineering club or organization.

Instructor - must be competent mountaineer with considerable experience and be recommended as an instructor by a recognized mountaineering club or organization. This person must be highly competent at the level at which they are required to instruct.

With respect to rock climbing, they should be familiar with the actual climbs to be used by the students, have proper knowledge of modern belaying and protection techniques, and be able to lead at the class 5 level (see page 80 or class levels).

Group Leaders and Instructors must recognize that a climb rating (class) is not fixed and can be changed by weather conditions, season of the year, and the participants own physical condition on any given day and use judgement and caution accordingly.

Every leader in this field must consciously accept the responsibility of leadership - the certain knowledge that the group will look to the leadership for stability and guidance in a crisis - and be prepared.

Apart from a leader's or instructor's qualifications as a climber, the most important attribute one should be looking for is their ability to relate to and work with beginners. Their concern and interest and the example they set are crucial. Their maturity and patience will be tested, and you must satisfy yourself that they will be able to handle this aspect of their duties.

Individuals must not be allowed to participate in mountaineering programs that are beyond their ability. Training and experience must be gained under the direction of qualified personnel.

Recommended Participant/Leader Ratio

a) The basic mountaineering party should be kept relatively small but with three people being the minimum, one of which must be the group leader.

b) Rock climbing must be at a ratio of two participants/leader. A ratio of three participants/instructors is permissible during class instruction in a controlled area, but not on an actual climb.

Recommended Student/Instructor Ratio

a) minimum: there must be at least two instructors on any occasion, regardless of the number of students.

b) Alpine Hiking: one instructor to every six students.

c) Top Rope Single Pitch Climbs: one instructor to a maximum of five ropes within visual and audio range, with a second instructor at the base of the crag.

d) Multi-pitch Climbs: ideally there should be one instructor to each pair of students, however, one to three would be acceptable.

e) Snow Climbing: one instructor to every five students.

f) Glacier Travel: one instructor to three students with a minimum of 10 meters between climbers.

Safety Guidelines Must Include:

- the inspection of ropes and equipment before every climb, replacing it when in doubt as to its strength and condition.

- the use of approved equipment with which the climber feels comfortable. Never experiment with **UNTESTED** gimmicks which promise superior performance.

- remembering that a great deal of force can be developed under dynamic conditions and care must be taken to minimize the length of a fall by keeping a tight belay (shorten the length of fall).

- the use of UIAA approved harnesses. Types with leg loops distribute the force over the entire body, not just the spine and are more comfortable

- never taking test data for granted. Consider its source, some periodicals do not research their statistics enough.

- filing of "route cards" or "route plans" with a responsible person prior to departure.

- the use of direct or running belays at all times and a double figure eight knot to tie in.
- the recommendation that Classic (Dulfersitz) and Alpine (sling & harness) style of rappelling (abseiling) be taught and that a prusik sling be used.
- approval to teach the use of figure eight descender and other brake systems for rappels, provided that they offer a controlled and safe rappel, even if in an emergency ones hands leave the rope (ie. prusik sling). Such descending devices make rappelling more comfortable but they also give much more scope for error.
- the use of a safety line on all student rappels.
- the wearing of U.I.A.A. approved climbing helmets on all climbs.
- the recommendation that participants of these programs must not attempt to climb above a Class 4 climb.
- students not using pitons unless they have been given specialized instruction in that area other than those set by the leader/instructor for protection.
- the avoiding of snow and ice climbing unless students have received specialized training from a competent instructor in that field.
- the availability of a workable communication system and emergency evacuation procedure for each climbing area.

Basic Climbing Calls:

PHRASEOLOGY	MEANING AND IMPLICATION
Belayer to Student Climber: "ON BELAY" (plus partner's name)	I am fastened securely to an anchor, have the rope around me and am prepared to hold a fall.
"OFF BELAY"	When climber has detached from anchor and is ready to resume climbing.
Climber to Belayer: "CLIMBING"	The rope is directly to my waist. I will begin to ascend when I hear your next call.
Belayer to Climber: "CLIMB"	All in order. You may unfasten your belay anchor and begin to ascend.
Climber to Belayer: "UP-ROPE"	Please pull up the spare rope. This call may be necessary to take up rope used in the belay.
Climber to Belayer: "SLACK" & specific length & name	I need some rope.
Climber to Belayer: "FALLING"	Self-explanatory.
"ROCK"	From whatever cause, loose rock is descending fast.
"ROPE BELOW"	I am throwing a rope down, e.g. for rappelling.
"TRAVERSING-RIGHT" "TRAVERSING-LEFT"	When climber makes a horizontal or diagonal move right or left across the face.

14.02 Course Description, Content and Availability

Courses, training and experience in the field may be taken or gained through a number of organizations. The level of intensity will be determined by the type of program involved, its goals and needs. Please refer to the Outdoor Recreation Council of B.C. Membership Directory for available courses - see Appendix I.

Certification in this field is available from the Association of Canadian Mountain Guides.

14.02 Reference Materials and Manuals

People involved with leadership in this field would do well to search out and read some of the well written publications on mountaineering. Changes in equipment and technique have made many past practices totally inappropriate for today. Beware of outdated editions of texts or notes. Different areas, as well as countries have developed different approaches which also need to be understood. A few examples would include:

BOOKS

Mountaineering: The Freedom of the Hills

Edited by Ed Peters, 4th edition, Seattle Washington; The Mountaineers 1982 (I.S.B.N. 0-88894-352-0). Considered by many Pacific Northwest Climbers as one of the best books available on the subject. Covers the subject from basic ground work to the highest standards of free and artificial climbing. It deals well with both techniques and ethics.

Basic Rockcraft

Robbins, Royal; Glendale: La Siesta Press. An introduction to the techniques of rope handling, belaying, knots, nuts, pitons, grips and holds. Articulate information and helpful drawings.

Advanced Rockcraft

Robbins, Royal, Glendale: La Siesta Press. Leads on from Basic Rockcraft. Covers route-finding, leading, climbing and soloing.

Modern Rope Techniques in Mountaineering

March, Bill. Manchester: Cicerone Press. Incorporating his earlier book on improvised techniques in mountain rescue, this handy pocket book covers a great variety of rope uses both for protection and rescue.

International Mountain Rescue Handbook

MacInnes, Hamish. New York: Charles Scribner's Sons, and London: Constable 1972. A very complete coverage of mountain rescue around the world. It includes very detailed drawings and descriptions of everything from winches and searchlights through avalanches, skis, rocks, rivers, lightning, and wind tables, to radios, helicopters and tracked vehicles. Essential reading for the professional or volunteer team leader.

Canadian Mountaineering Manual

Association of Canadian Mountain Guides, University of Calgary, 1983.

Mountaineering First Aid: A Guide to Accident Response and First Aid

Mitchell, Dick. 2nd edition. Seattle; The Mountaineers, 1975. The philosophy of first aid at its best. Concisely written with helpful drawings, it takes first aid into the mountains as a supplement to standard training. It is good on improvisation coupled with common sense.

Avalanche Handbook

Perla, Ronald, and Martinelli M. Jr. Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402, (stock #001-000-03876-1). This book is for ski patrollers, snow rangers, mountaineers, rescue teams, and others who may encounter the dangers of avalanches in their work or recreation. The book is meant to supplement, not substitute for field experience. Hopefully, readers of this text will gather their field experience painlessly under competent leadership.

14.04 Mountaineering Aids and Equipment

Recommendations for basic aids and equipment for this activity would be similar to those outlined in Section 13, HIKING, BACKPACKING and OUT-TRIPPING (see page 75), plus some specialized equipment used for mountain climbing as follows:

Rock Climbs and Rappelling

- suitable protective clothing including boots;
- climbing helmet; (must equal or exceed UIAA standards), mandatory for all students. leaders and instructors;
- karabiners; "D" or "oval" style, with good locking notch, pins, and hinge; snap or screwgate type. It is generally believed that their test strength should be 1588 kg (3500 lbs.) or greater;
- belaying gloves;
- slings; chest, prusik, etc - must be made of UIAA approved rope/material;
- safety harness UIAA approved;
- climbing rope; UIAA approved, minimum of 30 Metres (100 feet);
- chocks;
- runners;
- pitons and hammer.

Snow and Ice Climbs and Glacier Travel

- ice axe; preferable metal shafted, but must meet UIAA standard of 400 kg. (880 lbs.) applied at midpoint of the shaft when axe is suspended in two loops of rope 50 cm (20 in.) apart;
- crampons; 12 point, chrome-molybdenum steel recommended;
- avalanche cord;
- rescue pulley;
- flunkers or deadman anchors, pickets, ice screws;
- wands;
- snow shovel;
- igloo saw;
- snowshoes/skis and poles;
- additional warm clothing (long underwear, balaclava, extra mittens, socks, etc.);
- extra goggles, candles, fuel;
- additional leader gear (alarm timepiece, headlamps and batteries.)

Some of this equipment may be optional depending on the nature of the trip - all of it has its uses.

SECTION 15 SKIING

From beginner to expert, the great thrill of skiing is discovering the magnificent world of winter, and learning to enjoy fully, and safely, the varied challenges found with every run down the slope, or along the trail. Simple awareness of the more common dangers and causes of accidents while downhill or cross country skiing will go a long way toward reducing the risk and accident rate.

15.01 Minimum Proficiency Requirements

All novice skiers must have instruction and guidance. Progress will depend upon natural ability, frequency of participation, and the quality and amount of instruction received. It is worth noting that 80% of people injured skiing have had less than five skiing lessons.

To instruct, lead, or participate as an individual in downhill or cross country skiing, the following guidelines must prevail:

a) A leader who is to instruct must be certified to teach that level and/or be able to demonstrate competency and knowledge of the activity at that level.

b) A person who is leading the group must be experienced and preferably certified to the required standard for that type and level of skiing.

c) Individuals must not be allowed to participate in skiing programs that are beyond their training and/or experience.

d) All certificates must be valid.

e) An avalanche course is a prerequisite for skiing in avalanche terrain.

f) Avalanche transceivers are recommended when travelling in avalanche terrain.

LEVEL OF RESPONSIBILITY	LEVEL OF COURSE OR CERTIFICATION				
	(Winter) Outdoor Safety Workshop	Cross Country		Downhill	
		Tour Leaders Program Levels I, II, III	CANSI Instructor(levels as applicable)	Alpine Skiing Level I instructor	Alpine Instructor Refresher Courses
Participant	D.H.				
Leader/ Counsellor	M.H.	D.H.			
Group Leader Lead Counsellor	M.H.	M.H.	D.H.	D.H.	
Instrut/ Teach		M.H.	M.H.	M.H.	D.H.

M.H. means - must have   D.H. means - desired to have

Levels of courses or certification referred to above are based on the Standards set by:

Canadian Association - B.C. Division of Nordic Ski Instructors of B.C.
Canadian Ski Association - B.C. Division,
Canada Ski Instructors' Alliance

(see Glossary of Terminology Re: Leader, Group Leader, Instructor.)

15.02 Course Description, Content and Availability

Courses, training and experience in this field may be taken or gained through a number of organizations. The level or intensity will be determined by the type of program involved, its goals and needs. Please refer to the Outdoor Recreational Council of B.C. Membership Directory for available courses - See Appendix I.

15.03 Reference Materials and Manuals

People involved with leadership in this field would do well to search out and read some of the well written publications on both cross country and downhill skiing. Changes in equipment and technique have made many past practices totally inappropriate for today.

BOOKS

Canadian Ski Association - Tour Leader Manual.

Canadian Ski Association - Alpine Technical Manual.

The Cross Country Skiing Handbook: E. Baldwin

Steve Reishls Ski Touring for the Fun of it: C. Freeman

Mountaineering - The Freedom of the Hills. The Mountaineers - Seattle Washington. Edited by Ed Peters, 4th edition (I.S.B.N. 0-88894-352-0).

Canadian Association of Nordic Ski Instructors' Manual.

Avalanche Handbook. Perla, Ronald and M. Martinelli Jr., Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402 (stock #001-000-03876-1). This book is for ski patrollers, tour leaders, snow rangers, mountaineers rescue teams, and others who may encounter the dangers of avalanches in their work or recreation. The book is meant to supplement, not substitute for field experience. Hopefully, readers of this text will gather their field experience painlessly under competent leadership.

PAMPHLETS

Cross Country Skiing. A Guide to Safety in B.C. Series - produced by the Outdoor Recreation Council of B.C. on the basic concerns for safety while cross country skiing.

Alpine Skiing. A Guide to Safety in B.C. Series - produced by the Outdoor Recreation Council of B.C. on the basic concerns for safety while downhill skiing.

15.04 Skiing Aids and Equipment

The following outline contains items that will make a ski-outing or trip more enjoyable and safer and applies to skiing in general. A capable leader will have the knowledge and experience to layout and plan for the needs of each type of outing, including minimum clothing, food, and equipment requirements. A good leader will recognize that needs will vary greatly from those for a day downhill skiing to those needed for an extended cross country tour.

It is important for each person to carry items they would need if they were lost or separated from the group.

A leader must consider the need for each person on the outing having:

EQUIPMENT (suitable for the activity and in good working condition).

- Skis
- Boots
- Bindings
- Poles
- Sunglasses and/or Goggles
- Avalanche Cord or Beacon

Remember, a person does not require fancy equipment, it must, however, be of reasonable fit, well manufactured and in good working order.

ON THEIR BODY (wearing)

- wool socks (one thick and one thin pair)
- suitable warm shirt, trousers, sweater, jacket or ski-suit
- toque or helmet
- mitts and over mitts
- fishnet type vest
- longjohns (wool recommended) - optional
- gaiters (to prevent snow from entering the top of boots)

Note: It is recommended that one uses the layer system when dressing for active winter sports. This means wearing several light layers of clothes rather than just one heavy sweater and jacket. This way you can adjust your clothing to meet the required temperature of your body.

IN THEIR PACK (for a day tour)
Individual Member

- warmer clothing (eg. sweater, parka)
- spare clothing (eg. two pairs of wool socks, hat, gloves)
- lightweight rain suit or poncho
- water bottle
- waxes and scraper for skis
- rope (10 metres 7mm)
- knife
- space blanket or large poly sheet
- personal first aid kit
- personal survival kit
- map and compass
- suncream

GROUP STORES (to be shared and carried amongst group)

- snow shovel
- axe and/or saw
- group first aid kit
- cooking stove and fuel
- pot and utensils
- flashlight and candles
- paper towel/toilet paper
- watch (not necessarily in pack)
- camera (optional)

- matches and fire starter
- pencil and notebook
- repair kit which should contain at least the following items: spare ski tip, spare basket, screwdriver (changeable type), assorted screws, pliers, wire, fiberglass tape, 15-20 metres of nylon parachute cord, needle, thread, squares of strong fabric for patches etc.

OPTIONAL (but essential for longer trips)

- sleeping bag
- sleeping pad
- extra food
- tent
- boot dressing

A leader must check the clothing and equipment of the party carefully. When it comes down to a case of an emergency or shortage they will be sharing what there is.

When planning the equipment etc. for an outing a leader must go through every situation that might be encountered carefully and equip properly and yet not over burden the party with extras.

In a number of wilderness areas you are required to register with the administering agency of that area, (ie. parks, Provincial Forests, etc.) before and after a trip. Camping and fire regulations should be checked before an outing.

Emergency help in backcountry areas is often 24 to 48 hours away. Carry a good survival and first aid kit and know how to give emergency care. Leaders will be the first ones who will have to deal with any injury or illness.

Films and Videos

See Appendix I.

Section 16 RIVER RAFTING OR FLOAT TRIPS

Participants of river rafting or float trips enter, in most cases, a very unfamiliar and challenging environment. Therefore they must learn the skills which are needed to live and travel in the river environment. Such activities will offer many challenges and will require personal commitment and group interaction. Leaders and/or Instructors must be able to develop these skills. Many of the skills and levels of training needed have been covered in earlier sections of the manual and should be reviewed.

eg. First Aid - page 19 Swimming - page 35
Survival - page 27 Canoeing - page 42
Route Finding - page 31 Kayaking - page 49
Hiking, Backpacking, or out-tripping - page 78-81

River rafting in British Columbia is a fast growing recreation and commercial enterprise. STANDARDS and CONDITIONS for the issuance of a permit to operate a commercial river raft or float trip on restricted waters pursuant to the Boating Restriction Regulation have now been established under the Canada Shipping Act: they are entitled RIVER RAFTING STANDARDS. These Standards, although not necessarily applicable to all programs should be reviewed and used as a guide. The Commercial River Rafting Safety Act must also be considered.

16.01 Minimum Proficiency Requirements

River Rafting Standards are set in the Commercial River Rafting Act. Rivers have, in some cases, specific requirements. Registration is required for commercial river rafting businesses.

Non-commercial river rafting/floating program requirements are the same as identified in the Safety Standards for Commercial River rafting, excluding the registration and licencing requirement.

Leaders/counselors/group leaders requirements as listed for trip leaders and guides prevail, excluding the licencing provision.

* See Appendix F

* Definition - Commercial River Rafting Safety Act:

> "Commercial River Rafting means the carrying on of a business in which an outfitter supplies equipment and personnel to transport a person down a river on a raft."

Persons contemplating River Rafting or Floating Programs are advised to contact the Registrar of Commercial River Rafting - Ministry of Environment, Lands and Parks to confirm the proposed program activity requirements in relation to the Act are addressed.

16.02 Course Description, Content and Availability

For information on courses, training or opportunities for gaining experience in this field under professional direction please contact the River Outfitters Association of B.C. The level or intensity of training will be determined by the type of program involved, its goals and needs. See Appendix I - Directory, Outdoor Recreation Council of British Columbia.

16.03 Reference Materials and Manuals

People involved with leadership in this field would do well to search out and read some of the better written publications on river rafting and float trips. Equipment, techniques and concerns for safety have advanced considerably in the last few years. A few examples would include:

BOOKS

Whitewater Rafting. William McGinnis, Quadrangle/New York Book Company. New York 1975. An extremely comprehensive text.

Guide's Manual. River Outfitters Association of B.C. (draft only).

River Rafting Standards. For water described in Schedule VI.I of the Boating Restriction Regulations. Canada Shipping Act.

Supplement to the Northwest Outward Bound School Instructors Manual. Portland, Oregon, U.S.A. An instructors guide to presentation of raft, float, and river courses. Details curriculum of activities to be covered in any of N.O.B.S. river courses being presented. (46 page supplement). Available from:

Northwest Outward Bound School
0110 Southwest Bancroft Road
Portland, Oregon, U.S.A.
97201 Phone: 243-1993

16.04 River Rafting and Float Tip Aids and Equipment

Refer to Appendix F.

Section 17 ALL TERRAIN VEHICLES - SNOWMOBILES

17.01 Minimum Proficiency Requirements

Minimum proficiency requirements are based on the manufacturers safe operation manuals and the requirements of the British Columbia Motor Vehicles (All Terrain) Act - see Appendix G.

A survival course and valid First Aid certification, as appropriate, is required - see Section 2 and 3.

An avalanche course is a prerequisite for operating in avalanche potential terrain.

Avalanche transceivers are recommended for all programs traveling through avalanche potential terrain.

Written emergency contingency plans are required. See Appendix A, page A-15.

17.02 Course Description, Content and Availability

Snowmobile instructors courses are available through the British Columbia Snowmobile Federation. See Appendix I.

17.03 Reference Materials and Manuals

Books

The Snowmobilers Handbook
A Complete Guide to the Sport of Snowmobiling
Robert L. Tracinski. Deere and Company
John Deere Road, Moline, Illinois
61265 U.S.A.

18.00 Equestrian Activities

The expertise and requirements for this activity will vary greatly, depending upon an extended Wilderness Trial Ride or Ranch focused environment. Out-tripping Trail Rides in excess of twelve hours, will require an appropriate First Aid trained group leader. Survival expertise, horsemanship skill and leadership abilities must also be considered.

18.01 Minimum Proficiency Requirements

The Standards and Guidelines for this activity is based upon the Horse Counsel of British Columbia, the British Columbia Horse Owners Association and the Canadian Equestrian Federation. A through familiarity, demonstrated experience, and ability in horse handling, and care of horses and tack is a prerequisite for this activity.

18.02 Course Description, Content, and Availability

Courses and training in equestrian skills are available through various organizations. The Horse Council of British Columbia and the British Columbia Horse Association should be consulted for current programs. Reference: Outdoor Recreation Council of British Columbia Directory - Appendix I.

18.03 Reference Material and Manuals

A guide to safety in British Columbia (Horse Riding) is available via the Outdoor Recreation Council of British Columbia - see Appendix I.

Films and Videos

See Appendix I

APPENDIX A

Guidelines and Recommendations

A. Food Planning

Food takes on an increased importance in all wilderness programs and outdoor activities. It is literally the fuel that keeps the human machine functioning. Eating enough proper food cannot be overrated. Dietary needs require a balanced diet of protein, fat and carbohydrates. Minerals and vitamins must also be included when planning for any extended expeditions.

When planning the outings or expeditions food supply, consider the following:

Protein:	needed for maintenance and building of body tissue, ("staying power") eg. meat, fish, cheese, milk, eggs, nuts.
Fat:	for basic energy (less easy to digest) eg. margarine, butter, bacon, nuts, cheese, eggs.
Carbohydrates:	for quick energy (easy to digest) eg. sugar, jam, candy, cereal, bread, rice, macaroni, dried fruit, vegetables.

The dietary standard to high activity programs outdoors is:

Calories - 4000-5000 per day;
Protein - 16 to 20% of calorie intake;
Fat - 30 to 50% of calorie intake;
Carbohydrates - 50% of calorie intake.

B. The Campsite

a) Choosing the site:

The selection of the campsite can spell the difference between an enjoyable, relaxing and rejuvenating intermission and a sleepless ordeal of debilitating discomfort.

Desirable features to look for when selecting the campsite are:

1. level ground
2. good drainage
3. protection from prevailing winds and flash floods
4. safe from falling trees
5. exposure to morning sun
6. accessible water supply
7. fuel supply

b) Making Camp:

For the sake of safety, health and comfort, camp layout must be effected with care and forethought:

1. The fireplace must be on mineral soil, away from overhanging branches, and a safe distance from the nearest tent, shelter, tree or stump.

2. Shelters must be aired and dried daily.

3. Gear must be stored off the ground, if at all possible, located in an area known to all and away from the fire.

4. Emergency equipment, shovel, flashlight, first aid kit, etc. must be located in a readily accessible area known to all.

5. Remember that it takes time to make camp properly. Two hours of preparation and six hours of good sleep is far better than eight hours of sleepless discomfort.

c) Camp Hygiene:

As soon as camp has been laid out, designate and mark the following areas:

1. Drinking water - upstream from camp.

2. Wash-up area - downstream from camp.

3. Toilet facilities - at least 100 yards (60 metres) from camp, away from water supply and on ground sloping away from camp. In small groups of not more that four, dig individual holes and cover up (cat hygiene). For larger groups, dig a proper latrine trench.

d) Ecological Conservation:

1. Live trees and shrubs must never be unnecessarily damaged.

2. All burnable trash must be burned if it is safe to do so.

3. All other trash must be packaged and returned to base for proper disposal.

e) Breaking Camp:

1. It takes two hours to get up, eat, pack, clean up and move out. Plan on this and start on time.

2. Leave the campsite in a far better state that it was when you found it.

3. The leader must inspect the area before departure.

C. The Solo Camp

a) The Psychology of Soloing:

The solo is not meant to be an ordeal for the student. Rather, it is intended to provide for him a test of himself, to live and cope with his environment, and a period of reflection, introspection and self-appraisal leading to a greater self-reliance and self-appreciation.
Properly handled, the solo can be a unique experience in a person's life. Improperly handled, the solo can be extremely uncomfortable and even dangerous.

The leader must ensure that the student is properly conditioned psychologically before he is permitted to solo (see Section 1.03).

b) As well as being psychologically prepared, the participant must have the necessary equipment, such as listed below:

1. **Personal**
   sleeping bag
   whistle
   knife
   change of clothes
   journal and pencil
   plus, foul weather gear and approved life jacket where necessary.

2. **Camp Equipment**
   knapsack
   8' x 10' plastic sheet
   short piece of line (nylon cord)
   approximately three quarts of water (or river)
   fish line with two hooks
   "Hibatchi Stove" (#10 can) or mountain stove
   #10 cooking pot
   12 matches or flints
   signals
   food as appropriate to the program

The equipment needed will vary depending on:

- number of days involved;
- weather conditions;
- terrain;
- requirements of the program, and
- needs of the participants.

D. Creek and River Crossings

a) Mountain streams can be extremely dangerous, especially during flood conditions.

b) Whenever possible, stream crossing should be practiced on a training course before permitting students to ford a fast-flowing stream.

c) If it is necessary to ford a fast-flowing stream, the following safety precautions must be observed:

1. Tie onto a rope belayed from upstream, or use a knotted handline strung from bank to bank.
2. Do not test the force of the water without being secured from the bank.
3. Always keep your boots on (although you may remove your stockings).
4. Do not make long leaps from boulder to boulder; they may move or prove slippery.
5. Small or light people can be swept off their feet relatively easily, and may need to weight their sacks with stones and remove trousers to reduce drag.
6. Pack should be carried high, with waist straps undone for quick release.
7. Angle the hips at 45° to the current, so that it helps you cross; but **never** face downstream, since the water can collapse your knees, and floating logs may hit you from behind.
8. Never try to pull a fallen person upstream, since it will cause him to go under.
9. Where possible, strongest swimmers should remain downstream from crossing point, with a heaving line.

10. If you fall, swim downstream to reach the bank, do not try to stand up in fast water.

11. If practical, remove excess clothing to reduce friction with water.

E. Tool Handling

Hand Tools

a) Observe these guiding principles when using tools:

  i) Select the right tools for the job.

  ii) Maintain tools in good condition.

  iii) Use the proper tools correctly.

  iv) Keep tools in a safe place, both on the job and in storage.

b) Guard or sheath sharp-edged tools when they are not in use, or during transportation.

c) Carry hand tools so that they can be thrown clear if you fall. On a hillside, carry the hand tool on the down hill side of your body.

d) Always pass a hand tool to a fellow worker carefully, handle first. Never throw hand tools from a vehicle when unloading.

e) When they are not in use, place tools against a wall, bank or stump or lay down in plain sight, with sharp edges down. Never leave tools where they can be walked on or tripped over.

f) Construct racks and bins for tools so that a person cannot fall on, or collide with, sharp edges, and so that tools cannot fall out.

g) Inspect tools for proper condition before use or storage.

h) Be sure to have firm, balanced footing when using any hand tool. A high percentage of accidents are the result of insecure footing.

i) Use special care when working on a hillside.

Chopping Tools

(This includes such tools as axes, adzes, hatchets and machetes).

a) Be sure to have, or make, ample swinging room for axes, etc. and always be sure that fellow workers are well clear before swinging.

b) Whenever possible, chop away from legs, feet and body. If it is necessary to chip toward any part of the body, strike light blows that can be controlled.

c) Remove underbrush and overhead branches that might interfere with chopping.

d) When chopping limbs from a felled tree, stand on opposite side of trunk from the limb being chopped.

e) Two men shall not chop together on the same tree.

f) Guard against chips hitting eyes.

g) When standing on logs, chop only if equipped with non-skid or caulked boots.

h) Special foot protection such as non-skid, safety-toed boots should be used on chopping jobs.

i) Repair loose handled tools promptly.

j) Keep cutting edges sharp and respect the cutting edge. Generally speaking, a sharp tool is safer than a blunt one because it works more efficiently.

k) Place tools in a secure position when filing. The hands must be protected by gloves and/or a file guard to prevent cuts if the file slips. All files must be fitted with a handle before use.

l) Goggles or safety glasses must be worn when using a carborundum wheel.

Power Chain Saws

The following safety rules should be observed in the use of power chain saws:

a) All users should be trained and proficient through the use of the W.C.B. booklet, "**FALLERS AND BUCKERS MANUAL**".

b) Always wear approved leg guards, head, face and hearing protective equipment.

c) Maintain the saw so that when it is idling, the chain is stopped.

d) Check the saw frequently to ensure all parts are tight and the chain is properly adjusted.

e) Keep the chain bar to the rear when carrying the saw. If you stumble, you will not fall on the chain and the dogs and chain will not hang up in brush.

f) Shut the motor off when carrying the saw any distance.

g) Use caution around the cutting chain and hot exhaust manifold when servicing the machine or filing the chain.

h) Hold the saw firmly against the body when using the saw in the boring position to reduce impact from kickbacks.

i) When sawing limbs, remember the end tip of the bar causes most kickbacks.

j) Learn to use the saw equally well, right or left handed, to avoid working in awkward positions.

k) Never stand directly behind the saw, and never straddle the saw. Stand to one side to minimize injury from potential kickbacks.

l) Be sure to have firm footing. Reports of power saw accidents in the Forest Service indicate that insecure footing is the major cause of power saw injuries.

m) Other than necessary needle-valve adjustments, no adjustments should be made to a power saw while it is running. Stop the motor for all other adjustments, for cleaning, and repair of the saw or motor.

n) Stop motor if the saw becomes pinched or wedged. A stalled or stopped power saw should be removed from the cut before it is re-started.

o) Before cutting a tree or log, clear away any brush or debris that might foul the chain. Do not cut brush with a power chain saw - use a special brush-cutting attachment.

Saw Kickbacks

Saw kickbacks cause many injuries. They result from the operator losing control of the saw. This occurs when:

a) Working in a awkward position, working off balance or working with poor footing.

b) The saw touches branches, obstructions or other materials.

c) Saw mechanical problems exist, such as improperly filed chain, loose handle bars, clutch drag, or improperly adjusted idle speed.

d) The saw binds in the back-cut kerf because, for example, a wedge was not used.

Refuelling Power Saws

When refuelling a power saw, observe the following fire prevention precautions:

a) Do not refuel with the motor running. Allow the motor to cool for two or three minutes before refuelling.

b) Refuel the saw only at a spot cleared to bare ground.

c) Clean spilled gas and oil from the motor before starting.

d) Check fuel lines, fuel cap and connections for gas leaks.

e) Move the saw at least 10 feet from the fuelling area before starting.

f) Do not operate the saw if it is backfiring.

g) Clean carbon from muffler periodically and check the muffler once a week.

h) Store fuel in approved containers.

Power Mowers

a) Before using a power mower, inspect the area to be cut, and remove stones, wire, glass or any other debris. Any material other than grass may be thrown out with great force, causing serious injury to the operator or bystanders.

b) Never allow children or other persons near a power mower in operation.

c) Other than necessary needle-valve or throttle adjustments, no other adjustment should be made to a power mower while the motor is running.

d) Keep hands and feet well clear of the cutter blades while they are in motion. The use of safety toe guards and hearing protection is recommended. Stop the motor if it is necessary to clean any part.

e) When cleaning the underside of rotary mowers, the blades should not be revolved by hand, without ensuring that the ignition switch is off. If the mower is not fitted with an ignition switch, the spark plug wire should be disconnected.

Portable Power Pumps

a) Never fuel a pump while it is running. Wipe up spilled fuel before restarting engine.

b) Other than necessary needle-valve, throttle, water-flow or grease-cup adjustments, no other adjustments should be made to a pump while it is running.

c) Water under pressure, particularly from high-pressure pumping units shall not be directed at or near personnel.

d) Be sure pumps are located away from dangerous snags, trees, rocks or heavy equipment. Bear in mind that motor noise prevents the pump operator from hearing danger.

e) When a heavy pump is being skidded down a steep stream bank, it should be restrained by a rope, snubbed around a suitable anchor.

f) Hearing protection should be available.

F. Radio Communication

Radio Systems and Types

There are various types and systems available, and they all have certain advantages and disadvantages.

a) G.R.S. (General Radio Service or C.B. (Citizen Band)

Advantages
- There are many persons with C.B. equipment.
- Many channels available (up to 40).
- Comparatively inexpensive.

Disadvantages - Very often interference, sometimes to the point of making the radio unusable.
- No privacy.
- Short range (Line of Sight).

b) V.H.F./F.M. with Private Frequency

Advantages - Usually no interference.
- Clear reception.
- Privacy (if frequency is not shared).

Disadvantages - Short distance (Line of Sight).

c) V.H.F./F.M. with B.C. Tel Frequencies

Advantages - Same as with V.H.F. above, except frequencies are shared.

Plus: Access to complete telephone system.

Disadvantages - Some dead areas.
- Toll charge for every call, plus monthly fixed charge to telephone company.

The best and most efficient system is obviously one that combines b) and c). A portable radio transceiver of about 6 watts power and with 6 or 8 channels is recommended. The set should be capable of covering a band spread of roughly 12 MHz. This will allow the use of any B.C. Tel frequency and also private ones if required. The advantage of having a private frequency is that calls may be made between nearby units without going through an operator.

Some of the advantages of having access to B.C. Tel operators are:

a) Direct communication may be established from a first-aider or another person in the field to a doctor for emergency instructions.

b) In a rescue situation, contact may be established to a plane or helicopter overhead by contacting the Rescue Coordination Centre in Victoria, telephone 1-800-742-1313. They can patch the rescuer in the field, right in to the pilot.

The selection of which one of the B.C. Tel frequencies (or channels) depends on their coverage in the areas where the radios are to be deployed. In many places, 3-4 (or more) channels may be needed to cover an area adequately. Check local B.C. Tel service.

The portable transceivers (receiver and transmitter combined) are lightweight and small in size, and can easily be carried on a belt or shoulder strap, or even in the pocket.

In addition to portable equipment, there are mobile sets (radio-phones and cellular phones) available that may be considered for base camps or vehicles. These may be either purchased or leased.

Before equipment is purchased, care must be taken that is licensable by Communications Canada.

d) Emergency Locators

Emergency Transmitting Devices (ETD)

Emergency locators transmit on a Pre-coded frequency to a satellite where it is relayed to a ground station. They are not voice actuated but send an SOS signal when activated.

Advantages	- No interference of transmissions until shut off. - Send SOS signal to a satellite where it is relayed to an appropriate Search and Rescue Coordinating Centre. - Very fast rescue response - weather permitting.
Disadvantages	- Some tend to be heavy and bulky (weight factor). - Battery storage - recharge considerations. - No voice communications -one way SOS - Model, type. Cost considerations

An ETD is recommended for consideration on Wilderness programs in excess of 12 hours medical attention service/assistance.

e) Transceivers (Avalanche)

Advantages - Quick location of persons in/under snow after an avalanche.
- Light, easy to carry.
- Rechargeable batteries.

Disadvantages - Not voice actuated/one way signal
- Some models have cost considerations.

Avalanche transceivers are recommended for all program activities in areas of avalanche terrain and/or conditions.

Radio Transmission

a) To Transmit

Pick up the microphone, place it approximately 1 inch from your mouth. Press the "push to talk" switch, speak all words plainly, and each word clearly, to prevent consecutive words running together. Do not shout, artificially accent syllables or talk too rapidly.

b) Speed

Keep the rate of utterance constant, not too fast, or too slow. Remember that the operator receiving your message may have to write it down.

c) Pitch

A high pitched voice transmits better than a low pitched voice.

d) Rhythm

Preserve the rhythm of ordinary conversation. In separating words so that they will not run together, avoid the introduction of sounds that do not belong, such as "er", "um".

e) Word Spelling

The words of the spelling alphabet which follow should be learned thoroughly so that, whenever isolated letters or groups of letters are pronounced separately or when communication is difficult, the alphabet can be easily and fluently used.

A--ALFA
B--BRAVO
C--CHARLIE
D--DELTA
E--ECHO
F--FOXTROT
G--GOLF
H--HOTEL
I--INDIA
J--JULIETT
K--KILO
L--LIMA
M--MIKE
N--NOVEMBER
O--OSCAR
P--PAPA
Q--QUEBEC
R--ROMEO
S--SIERRA
T--TANGO
U--UNIFORM
V--VICTOR
W--WHISKEY
X--X-RAY
Y--YANKEE
Z--ZULU

f) Procedure Words and Phrases

While it is not practical to lay down a precise phraseology for all radiotelephone procedures, the following words and phrases should be used where applicable. Words and phrases such as "OK", "REPEAT", "HOW IS THAT". etc, or slang expressions should not be used.

Word or Phrase	Meaning
ACKNOWLEDGE	Let me know that you have received and understood this message.
AFFIRMATIVE.....................	Yes, or permission granted.
BREAK...........................	I hereby indicate the separation between portions of the message (to be used where there is no clear distinction between the text and other portions of the message).
CONFIRM.........................	My version is ... is that correct?
CORRECTION......................	An error has been made in this transmission (or message indicated). The correct version is ....
GO AHEAD........................	Proceed with your message.
HOW DO YOU READ.................	Self-explanatory.
I SAY AGAIN.....................	Self-explanatory.

NEGATIVE	No, permission not granted, or that is not correct, or I do not agree.
OVER	My transmission is ended and I expect a response from you.
OUT	This conversation is ended and no response is expected.
READ BACK	Repeat all of this message back to me exactly as received, after I have given OVER. (Do not use the word "repeat").
ROGER	I have received all of your last transmission.
SAY AGAIN	Repeat all, or the following part, of your last transmission. (Do not use the word "repeat".
SPEAK SLOWER	Self-explanatory.
STANDBY	Self-explanatory.
THIS IS CORRECT	Self-explanatory.
WILCO	Your instructions received, understood and will be complied with.

g) Call Signs

A distinctive call sign is assigned to each base radio station for identification purposes, and should be used at least when initial contact is being established. In the case of mobile stations, call signs may or may not be assigned, the mobile station should employ some regularly recognized identifier. Portable stations are not usually assigned call signs.

G. Emergency Procedures

Emergency Plan

The expedition leader must ensure that a written plan exists which spells out the procedures to be followed in the event of an emergency, and that the members of the party are acquainted with these procedures.

Air Evacuation

In the event of an illness or injury in the wilderness, which requires aircraft evacuation, the ground party must locate and prepare the landing site. The aircraft may be a fixed wing aircraft landing on water, snow or ice; or it may be a helicopter landing in a canyon, on a mountain shelf, or in a forest glen.

Helicopter Evacuation

Helicopters can make pickups in two basic ways: by landing at, or near, the distress site, and by making a hovering recovery. The last is hazardous, even under optimum conditions and with an experienced crew, and in the conditions of mountain operations, most evacuation should be by landing. In most mountain rescue situations there is time to construct a safe helispot rather than try hovering recoveries.

Under the noise and excitement of a helicopter evacuation, medical problems of the victim can be increased due to fear and uncertainty. In addition to the usual reassurances given by rescuers to victims, information should be added about what is to take place regarding the helicopter pickup. Be sure you have assessed the victim's state of mind and are as confident as is humanly possible that he can take the strain of a pickup. Provide for wind and cold protection.

Voice communications with the pilot or helicopter crew may be difficult. If you do not have radio communications, tag the victim with information on medical treatment given, where he is to be taken etc. In a complicated mission, it is well to have notes to the pilot or crew pre-written to avoid delay.

Landing Area

a) Location and Preparation

1. Locate helispots so that landings and takeoffs can be made into the prevailing wind. The higher the elevation, the more important this is.

2. Remove all obstacles, such as brush and trees, within at least 50' diameter around the touchdown pad for small helicopters, and at least 100' for larger models.

3. Be sure to clear landing and takeoff lanes.

4. Make touchdown pad level and at least 15' x 20' for small helicopters. The pad should not slope more than 10%; no slope for wheel-equipped helicopters.

5. Landing areas must be clear of camp fires and loose objects such as clothing, pieces of plywood or cardboard boxes; they could be violently blown about from the downdraft and landing and takeoff.

b) Ridges

1. The best helispots are located on exposed knobs. This gives a 360° choice of landing and takeoff directions.

2. Preferably choose a spot where a dropoff is possible for takeoffs. The higher the elevation, the more important the dropoff becomes. If a helicopter has to make a vertical takeoff, it does so on power alone. With a dropoff, the craft may use less power, carry a larger payload, and have a greater safety margin.

c) Level or Bottom Lands

1. A truly vertical takeoff should not be considered safe at any elevation. Remember that a small helicopter requires at least 300' and preferably a slightly downhill slope.

2. Be sure takeoff path is into prevailing wind. Avoid "dead air" or downdraft spots, such as areas on the lee side of ridges.

3. The safest takeoff path in a level or bottom land situation should be at least 300' long and slightly downhill.

4. Be sure the helicopter has some place to go when it gains forward flight at the end of the takeoff path.

d) Lakes and Rivers

1. Water furnishes a poor ground effect base for hovering. River currents move ground cushion and can cause pilot disorientation. If a helicopter is operating from a helispot on shore, it may need at least 300' of water over which to gain flying speed.

2. Ice locations should be used only if no other locations are available. There are many variables over ice: Unevenness of thickness, overflow, shell ice with air pockets, snow covered but unfrozen water. Avoid outlets or inlets.

   Many pilots will not land over ice locations without prior inspection, but may hover with skids or wheel just touching. Sudden wind gusts or loss of power could be disastrous and snow blown by rotor wash creates visibility problems. Experienced ground crews should be available if such an operation is necessary.

e) Canyon Bottoms

1. Beware of dead air holes and be sure the canyon does not have downdrafts from neighbouring ridges.

2. If the canyon is deep, the helicopter will need a long forward run to pull out, or a wide enough area in which to circle and gain elevation.

f) Meadows

Beware of meadows with high grass. The grass will tend to dissipate helicopter ground cushion. High grass may also hide rocks, logs and swampy areas. Dry grass can be a serious fire hazard.

g) Roads and Trails

A straight, wide (consider rotor diameter), down-road stretch is best, as most power failures occur during takeoff. Turnouts or parking areas with dropoffs can also be used.

h) Snow and Glaciers

1. Depth perception on snow and glacial ice is often poor, so it is important to clearly mark the helispot with objects of contrasting colour. Wands about 3' high, with streamers attached, packs, tarps, (securely anchored), tramping a trench to create shadows, spray painting, signal panels, or smoke grenades are some methods.

2. If conditions are icy, do not select locations with over 10% slope. Under flat light conditions, if a helispot is not marked, the pilot may have difficulty in determining percent of slope and iciness.

   A few prepared foot-long pipes (heavy -not aluminum, to avoid going up into rotor), with attached streamers, can be dropped to help indicate conditions. Smoke grenades may also work and may stain surface to provide semi-permanent reference.

   Helicopter should have ice pads on skids and pilot experienced in glacier landings.

3. On icy surfaces, stay well clear of helicopter during landings and takeoffs - torque may cause tail rotor to swing around.

4. Be sure helispot is large enough to keep main and tail rotors from striking seracs and pressure ridges. Keep touchdown pad off snow bridges, thinly covered crevasses, crusts and cornices.

5. In loose snow, smoke grenades, flares, wands with fluorescent streamers, may help guide pilot when rotor wash creates blowing snow. Every effort should be made to tramp helispot firm.

6. During landings in loose snow, stay clear until pilot gives O.K. to approach or exit. Should helicopter settle further in snow than pilot expects, the rotor may come down on you.

Signalling to Helicopter at Landing Site

Rescue party man, in charge of landing site, will signal the helicopter down by standing on the windward side of the landing area, back to the wind.

a) Site Clear - Landing Safe:

1. Back to the wind.
2. Arms raised.
3. Palms open.
4. Safety goggles worn - if available.

b) Site Problem - Landing Momentarily Unsafe - Hold Landing

1. Back to the wind.
2. Arms raised.
3. Fists clenched.

c) Site Unsafe - Abandon Landing

1. Back to the wind.
2. Wave arms in front of the body in a scissors motion, fists clenched.

Evacuation While Hovering

a) Carried out by hovering over party and taking him aboard by using a hoist with basket, litter or sling; by loading litter; or by climbing aboard.

b) The factors to be taken into account in selecting a site for a hovering recovery are generally the same as those for selecting a helispot, except a smaller ground area, rougher terrain, and steeper slope are permissible.

c) Wind conditions and altitude density may prevent safe hovering, but only the pilot can be the judge. Wind indication at the site may be very important in helping the pilot make a judgement.

d) An experienced hand signaler should be at the site. All ground activities should be directed by the most experienced person, and all personnel should be within the pilot's view at all times.

Helicopter Request Information

a) Objective

1. Type of operation (search, rescue, medical evacuation...)
2. Number of casualties to be transported.
3. Extent of injuries (prevent self-movement?).
4. Disposition of victims (transport to....?).

b) Location of Incident Site/Heliport

1. Geographical coordinates and/or any other means of location, using a magnetic radial from, or a magnetic bearing to, a navigational facility, or significant landmark, in nautical miles, if possible.
2. Any location information will be helpful.

c) Description of Incident Site/Heliport

1. Type of terrain (mountainous, forest, desert, water...).
2. Elevation - feet above sea level (hover capabilities and limitations must be considered).
3. Size and condition of landings are (general statement of diameter, surface conditions - rocky, sandy, snow, sloping, smooth...).
4. Obstructions to landing or hover (height in feet above objective, and distance and magnetic direction: i.e. 100' tower 300' SSE of incident site:transmission lines, trees, peaks...).

d) Weather at Incident Site/Heliport

1. Ceiling (height of lowest clouds above ground - in feet or meters - clearly define which).
2. Visibility (about how far can you see - include restrictions such as rain, smoke, fog, haze).
3. Wind direction in degrees, magnetic and velocity (gusts, turbulence...).
4. Temperature in degrees - Celsius or Fahrenheit (specify) or best estimate.

Safety Rules

a) All personnel should stay at least 50' from small helicopters (2-3 place models) and 100' from larger models, unless directly part of the authorized crew working with the craft.

b) Always approach or leave the helicopter from near the front, so the pilot can see you at all times.

c) Keep your head down at all times. Remember that the slower the main rotor is moving, the lower it will dip.

d) Never approach or leave a helicopter from any side where the ground is higher than where the helicopter is standing - you may walk into a rotor.

e) No smoking within 100' of helicopters.

f) Keep well away from the tail rotor at ALL times.

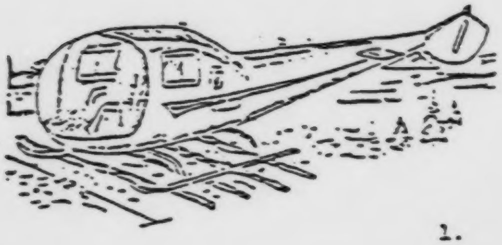
g) Personnel working with helicopter should wear hardhats with chin straps fastened, goggles, and bright jackets or vests.

h) Passengers should wear hardhats with chin straps fastened at all times, and seat belts secured until pilot O.K.'s removal.

i) Keep long handled tools, ice axes, skis, litters, radio antenna and similar items low and parallel to the ground when approaching or leaving helicopter.

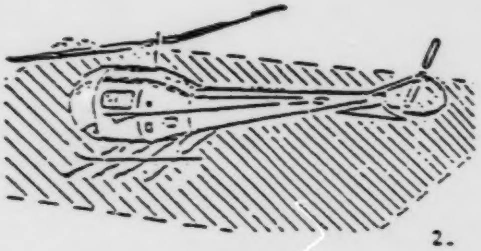
j) Ropes should be coiled and secured. Loose, light items, such as sleeping bags, parkas and small pieces of gear, should be secured in packs or bags.

Clear area to ground level within 20 feet of landing pad to give tail rotor clearance in two directions. In soft muskeg use 12 foot poles or trees under skids.



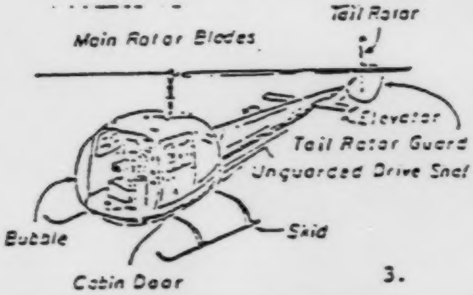
1.

Keep well clear of landing area when helicopter is approaching or taking off.



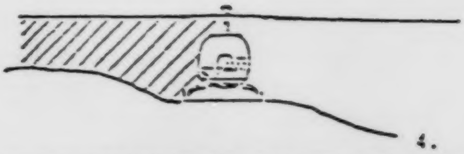
2.

The helicopter, the areas and parts that should be avoided or approached with extreme caution.


Tail Rotor
Main Rotor Blades
Elevator
Tail Rotor Guard
Unguarded Drive Shaft
Bubble
Skid
Cabin Door

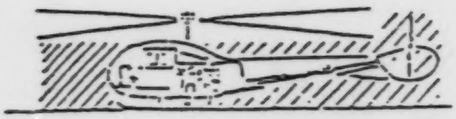
3.

On sloping of irregular terrain approach and depart helicopter in area of greatest clearance under the blades. Never walk up slope from helicopter.

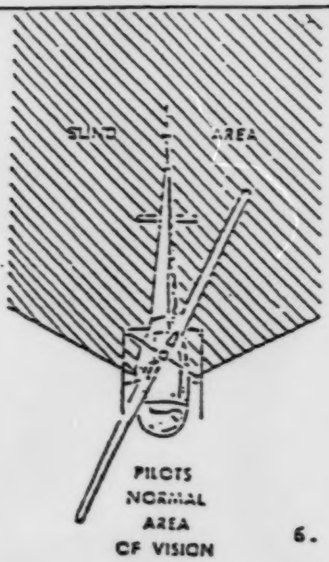


4.

When approaching or departing from a helicopter always remain within pilot's normal area of vision. Walk under blades in a CROUCHED position. Blade tips may come within 5 feet of level ground.

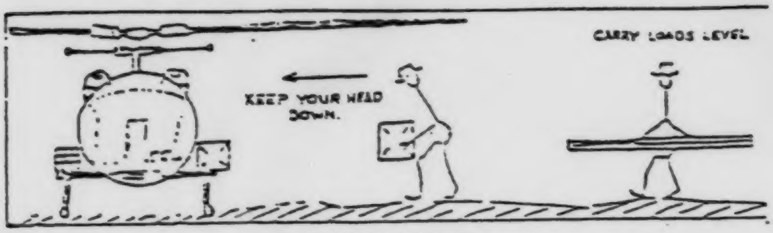


5.


BLIND AREA
PILOTS NORMAL AREA OF VISION

6.

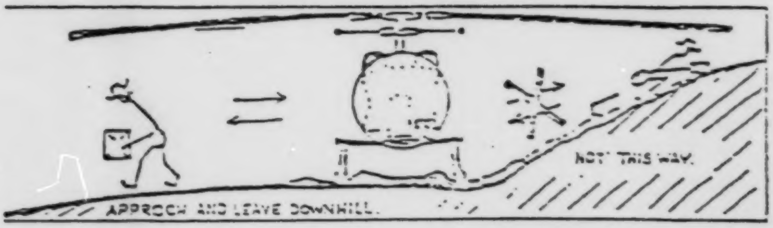
SAFETY TIPS


KEEP YOUR HEAD DOWN.
CARRY LOADS LEVEL

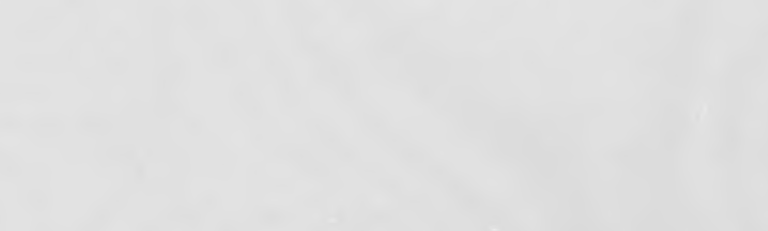
7.

LEVEL GROUND

8.


NOT THIS WAY.
APPROCH AND LEAVE DOWNHILL.

SLOPING GROUND


IF DIFFICULT TERRAIN
WAIT TILL THE SKID IS
FIRMLY ON THE GROUND...
AND PILOT SIGNALS
"OK TO BOARD"
GET IN AND FASTEN
YOUR SEAT BELT..

9.

Ground Air Emergency Code

Require doctor - Serious injuries	I
Require medical supplies	II
Unable to proceed	X
Require food and water	F
Require firearms and ammunition	︾
Require map and compass	□
Require signal lamp with battery & radio	¦
Indicate direction to proceed	K
Am proceeding in this direction	↑
Will attempt take-off	I>
Aircraft seriously damaged	L⌉
Probably safe to land here	△
Require fuel and oil	L
All well	LL
Yes	Y
No	N
Not understood	JL
Require engineer	W

*A space of 10 ft. between elements, if possible

k) Do not load without pilot's supervision, as only he can best judge weight distribution and proper tie-down methods. Keep tie down straps short to eliminate loose ends which might get tangled in control cables or motor. Re-secure tie-down straps after unloading.

l) Passengers should not enter helicopter until pilot gives O.K. Enter carefully so as not to interfere with controls, cables and pilot.

m) Do not exit until pilot gives O.K. Ground personnel should not approach helicopter until engine is off and rotors stopped, or pilot signals O.K. Even after touchdown, pilot may want to shift helicopter's position.

n) Never stand directly beneath helicopter or its takeoff or landing pattern, unless directly authorized to hook sling loads.

o) At takeoffs and landings, all personnel should be well away from helicopter. Main rotors may dip to one side as craft moves and tail rotor may swing around. Trained crewmen should be in control to signal pilot and keep personnel away.

p) No open fires in area of landing.

Fixed Wing Aircraft Evacuation

a) Landing Procedures

1. If an aircraft is to be landed on water that is strange to the air crew, the ground search leader should check for underwater hazards, and if any are found, mark them with pole buoys.

2. When approaching an aircraft on the water, it is advisable to wait to one side until either the pilot or some member of the aircraft crew gives a signal to advance, then approach the aircraft from the rear and parallel to the loading door. Approaching in this manner, reduces the possibility of either injury to the boat crew, or damage to the aircraft.

3. To provide landing references when ski-equipped aircraft are being used, mark a runway with sapling trees, evergreen boughs, or fence pickets placed vertically in the snow. The runway should be marked in such a way that landings can be made on either side of the markings, so the pilot may land in either direction and still have reference during white-out conditions.

   Any danger areas must be marked. If possible, smoke should be provided to indicate wind direction for the pilot.

Ground Search and Rescue

a) Assistance to Other Agencies

Wilderness Programs and Outdoor Activity leaders, with their specialized training and possible proximity and knowledge of an area in which an emergency may occur, are likely to be requested to assist in search and rescue operations. It is highly recommended, therefore, that such leaders be encouraged to take a recognized Search and Rescue course. Organizations allowing their leaders to become involved must make every effort possible to ensure that proper and adequate safety precautions are being taken in such an operation.

b) Search for Lost Group Member

In the event that a member of a group becomes lost, the remainder of the group, under the leader's close supervision, will institute a preliminary search as soon as the member's absence is noticed.

c) Requesting Outside Assistance

1. If assistance is required, the request for it, wherever possible, must be made to the R.C.M.P. or local Police.

2. The following information must accompany the request for assistance:

   i) type of incident;

   ii) type of assistance required;

   iii) name, age, clothing, mental attitude and physical condition of lost person;

iv) location and weather condition of incident site.

d) Ground to Air Signals

The standard Ground-Air signals are to be used.

e) Preserving Scent for Tracking Dogs

If the police are likely to use tracking dogs, every effort must be made to prevent hampering the scent.

f) Factors to Consider When Starting the Search

1. **Name** - A lost person may be emotionally and nervously so upset, that he will avoid the approach of the rescuer. His or her name - Christian or given name - and nickname are essential to assist in overcoming this mental block.

2. **Age** - Young children stand up to the trials of being lost surprisingly well. Their abilities are generally underestimated by adults, such as the distance they can cover before tiring.

3. **Sex** - Difference in sex will make little variation, compared to other much more important factors. Females, generally speaking, will stand the rigors of being lost better than males.

4. **Physical Fitness** - This will certainly influence the search, sometimes to the disadvantage of the searcher, as the fit person can cover more ground than one who becomes tired quickly. However, the fit have a better chance of survival.

5. **Equipment** - Psychologically, an experienced woodsman will more easily and successfully cope with the difficulties of being lost, as he should be less gripped by fear of the unknown and be familiar with the technicalities of survival.

6. **Physical Handicap** - Any physical handicap will mitigate against the survival of a lost person and may make the search task more difficult; i.e. deafness.

7. **Terrain** - Both searcher and victim will be handicapped by rough terrain and thick, heavy ground cover. Sound, sight, and movement are reduced, signs of travel are almost eliminated.

8. **Training** - If any one factor can be said to be the most important, it is probably training; knowing what to do and how to do it. Therefore, if a victim has been trained to use his survival gear, he has the best chance of sustaining life or finding his way.

g) Minor Injuries

1. When an injury occurs which does **NOT** present a **DANGER TO LIFE,** but does require assistance to remove the injured party from the area:
   - i) Contact the nearest Government Agency or R.C.M.P. office.
   - ii) Advise nature of injury, condition of patient, and type of assistance required.
   - iii) Advise that there is **NO DANGER TO LIFE.**
   - iv) Arrange for suitable private or public assistance, (i.e. ambulance, truck, boat, etc.) to effect pickup.
2. A complete 'incident report' is to be filed with the immediate supervisor within 24 hours of the time of the injury.

h) Serious Injury or Fatality

1. When an injury occurs which causes a **DANGER TO LIFE,** contact any Peace Officer or Government Agency and advise that you have a **MAJOR EMERGENCY,** where there is danger to life.
2. Provide contact agency with the following information:
   - i) nature of emergency
   - ii) condition of patient
   - iii) age, sex, name and address of patient
   - iv) location of group
   - v) weather conditions
   - vi) possible landing sites for helicopter
   - vii) other evacuation routes.

3. **Treatment** - make patient as warm as possible and render first aid.

4. A complete report is to be filed within 24 hours of the accident.

5. Fatalities

   i) In the event of death of a person:

      a) The R.C.M.P. or other local police authority must be notified and called to the scene.

      b) The leader/group leader shall notify the Program Director or designate, who will in the case of programs under contract to the Corrections Branch, Ministry of Attorney General contact the Liaison/Manager, or Corrections Branch Headquarters - telephone 387-5354, 24 hour service.

      c) The Corrections Branch contract manager will notify:

         - the Assistant Deputy Minister - Corrections
         - Regional Director of Corrections
         - District Director of Corrections
         - Local Director of Corrections
         - Director of Inspection and Standards.

   ii) No action should be taken which would destroy or alter any indication as to how, where, when and by what means the victim died.

   iii) Comprehensive notes should be made concerning the entire situation, including time, weather conditions and any information pertaining to the cause of death.

   iv) Protect the body, as much as possible, from further damage.

   v) Nothing in the foregoing should be allowed to deter your normal treatment and removal procedures if you have any reason to believe that the 'victim' may still be alive.

COMMUNITY CARE FACILITY ACT

CHAPTER 57

Interpretation *[Consolidated November 3, 1989]*

1. In this Act

"board" means the Provincial Child Care Facilities Licensing Board or the Provincial Adult Care Facilities Licensing Board established under this Act;

"community care facility" means any facility that

- (a) provides care, supervision, social or educational training or physical or mental rehabilitative therapy, with or without charge, to 3 or more persons not related by blood or marriage to an operator of the facility; or
- (b) provides food and lodging
  - (i) with or without charge to 3 or more pregnant women during any portion of their pregnancy, or during the 3 months immediately following delivery; or
  - (ii) to 15 or more persons receiving a type of social assistance, as defined by the *Guaranteed Available Income for Need Act*, approved by the board; or
- (c) is designated by the Lieutenant Governor in Council to be a community care facility,

but does not include

- (d) a school under the *School Act*;
- (e) any portion of a facility licensed under the *Hospital Act*;
- (f) a home approved as a foster home under the *Family and Child Service Act*;
- (g) a home designated as a youth containment centre under the *Correction Act*;
- (h) a school primarily providing, in the opinion of the board, educational training for children 6 years of age or more;
- (i) an approved home under the *Mental Health Act*;
- (j) a facility designated by order or a class of facility designated by regulation of the Lieutenant Governor in Council not to be a community care facility; or
- (k) a home providing day care for a sibling group only;

"local board" means a Local Community Care Facilities Licensing Board established under this Act;

"minister" includes a person designated in writing by the minister;

"municipality" includes a village municipality and a regional district;

"resident" means a person who is residing in a community care facility;

"sibling group" means a group of 3 or more children

- (a) who reside in the same household where they are in the care of a person who is with respect to each child
  - (i) a parent of the child,
  - (ii) a person with whom the child is placed under the *Family and Child Service Act*,
  - (iii) a person who has custody or guardianship of the child under an order of a court, or
  - (iv) the spouse of a person referred to in subparagraph (i) or (iii) where that person resides in the household, or

(b) who are recognized by the board as a sibling group;

"union board" means a union board as defined in the *Health Act*.

1969-4-2; 1971-10-1,2; 1972-13-3; 1973-16-1; 1974-17-1,11; 1975-13-1; 1975-57-37; 1978-28-4; 1981-20-12; 1987-55-1, effective January 8, 1988 (B.C. Reg. 1/88); 1989-48-3; 1989-61-199.

Child and adult care boards

2. (1) For the purpose of carrying out the administration of this Act, the minister may establish 2 boards under the names "Provincial Child Care Facilities Licensing Board" and "Provincial Adult Care Facilities Licensing Board", each to be comprised of

(a) 3 persons appointed by the Minister of Health;
(b) 3 persons appointed by the Minister of Human Resources; and
(c) 2 persons appointed by the Minister of Education.

(2) The minister shall designate one member of each board as chairman.

(3) Each board member shall be reimbursed for reasonable travelling or out of pocket expenses necessarily incurred by him in discharging his duties, and, in addition, may be paid remuneration for his services that the Lieutenant Governor in Council may determine.

(4) Each board shall meet at the call of its chairman, and 4 members of a board constitute a quorum at any meeting of that board.

(5) In the event of a tie vote the chairman has a casting vote.

(6) Subject to the approval of the minister, the boards may make rules governing their own procedure.

1975-13-2; B.C. Reg. 91/79.

Appointment of staff

3. Employees necessary to carry out the administration of this Act may be appointed under the provisions of the *Public Service Act* and, subject to the approval of the minister, shall perform the duties the board, through the chairman, may direct.

1972-13-5; 1974-17-3,11.

Operating or advertising without licence

4. No person shall

(a) operate, advertise or otherwise hold himself out as operating, a community care facility;
(b) provide, or hold himself out as providing, any of the services provided in a community care facility; or
(c) accommodate, or hold himself out as accommodating, any person who, in the opinion of the board, requires any of the services provided in a community care facility,

unless he is the holder of a valid and subsisting licence or interim permit issued under this Act that authorizes him to provide those services offered at the facility.

1973-16-3; 1974-17-4,11; 1989-48-4.

Powers of board

5. Subject to this Act and the regulations the board may

(a) issue to an applicant a licence to operate a community care facility where it is of the opinion that

(i) the applicant, if a person other than a corporation, has the training, experience and other qualifications required under the regulations, and the personality, ability and temperament necessary to operate a community care facility in a manner that will maintain the spirit, dignity and individuality of the person being cared for; or

(ii) the applicant, if a corporation,

(A) has a director permanently resident in the Province;

(B) has appointed as manager of the community care facility a person who meets the requirements under subparagraph (i); and

(C) has delegated to that manager full authority to operate the community care facility in accordance with the requirements of this Act and the regulations;

(iii) the building or structure to be used by the community care facility, will be used

(A) to provide day care for no more than 8 persons; or

(B) as a residence for no more than 10 persons, not more than 6 of whom are persons in care,

who can either be safely removed from the building or structure by the staff or can make their way from the building or structure unaided in the event of fire and that the building or structure

(C) complies with this Act and the regulations;

(D) complies with all Provincial and municipal enactments relating to fire and health that are applicable to a dwelling house in use as a private family home; and

(E) has, where overnight sleeping accommodation is provided, a satisfactory method of fire detection and 2 means of egress to the ground level from each floor on which a sleeping room is located; and

(iv) the building or structure to be used by the community care facility, where it is not a dwelling house under subparagraph (iii), complies with this Act and the regulations and all applicable Provincial and municipal enactments relating to fire and health;

(b) issue to an applicant one or more interim permits to operate a community care facility for a period not exceeding a total of one year where it is of the opinion that the applicant has complied with all of the requirements of paragraph (a) that may significantly affect health or safety and is in the process of complying with the other requirements of paragraph (a);

(c) specify on a licence or interim permit the type of service that the person may provide in the community care facility;

(d) where a person who has been issued a licence or interim permit under this section is, in its opinion, operating a community care facility in contravention of this Act or the regulations, or any other Act or regulation, at any time and on terms and conditions it considers appropriate,

(i) cancel or suspend his licence or interim permit; and

(ii) in the case of a suspension of licence, issue to him one or more interim permits in lieu of a licence for a period not exceeding in total one year;

(e) issue a certificate to a person attesting that he has the training, experience and other qualifications required by the regulations to act as a preschool supervisor, or a particular class of preschool supervisor, or otherwise to do any of the things specified in the certificate;

(e.1) attach conditions to, suspend or cancel for cause a certificate issued under paragraph (e);

(f) establish Local Community Care Facilities Licensing Boards having jurisdiction in an area of the Province as the board prescribes. A local board established under this paragraph shall be comprised of

  (i) one member appointed by the Minister of Health;
  (ii) one member appointed by the Minister of Human Resources; and
  (iii) one member appointed by the Minister of Education;

(g) delegate by resolution, some or all of the powers granted to it under this Act, except the power to establish a local board under paragraph (f), to a municipality, union board or local board; and

(h) delegate by resolution the power to issue interim permits and to issue and amend licences under this section to a medical health officer appointed under the *Health Act*.

1974-17-5.11; 1975-13-3; 1978-28-4; B.C. Reg. 91/79; 1982-76-5; 1987-55-2.3, effective January 3, 1988 (B.C. Reg. 1/88); 1989-48-5.

Exemption

5.1 The board may exempt an applicant for a licence or a licensee from a requirement of this Act or the regulations where, in the opinion of the board, compliance with the requirement would result in undue hardship to the applicant or licensee and an exemption would result in no increased risk to the health or safety of a client in the facility.

1988-46-18.

Display and expiry of licence

6. (1) A person who has been issued a licence or an interim permit under this Act shall, except in the case of a dwelling house under section 5 (a) (iii), display the licence or interim permit in a conspicuous place in the community care facility.

(2) Where a person who has been issued a licence or interim permit under this Act ceases to operate the community care facility in respect of which it is issued, the licence or interim permit expires and the person shall surrender the licence or interim permit to the board.

1974-17-5.11.

Certain laws not to apply

7. Where a licence or interim permit has been issued in respect of a building or structure referred to in section 5 (a) (iii) or section 5 (a) (iii) that was in force before the coming into force of this section, a provision in an enactment of the Province, other than this Act, or of a municipality does not apply to the building, structure or the community care facility if that provision would

(a) limit the number or type of persons who may be cared for at that building, structure or community care facility, or

(b) apply to the building, structure or community care facility only by reason that
   (i) it is not being used as a single family dwelling house, or
   (ii) it operates as a community care facility, a charitable enterprise or a commercial venture.

1989-48-6.

Arbitration in case of conflicting regulations

8. (1) Where the building or structure, for which an application for a licence as a community care facility is made under this Act, does not comply with the applicable municipal enactments referred to in section 5 (a) (iii) or (iv), but is otherwise in compliance with that section, and where the municipality, on application for a variation of the enactment or for an exemption from it, refuses the application, the applicant for a licence may notify the minister and the municipality in writing that he requires the matter to be determined by arbitration.

(2) Upon receipt of the notification, the minister and the municipality may each appoint one arbitrator, and the 2 arbitrators so appointed shall, within 10 days of the date of the last appointment, appoint a third arbitrator.

(3) If the 2 arbitrators fail to appoint a third arbitrator within the time limited by subsection (2), the applicant or the minister or the municipality may apply to the Supreme Court, after notice to the other parties as required by the Rules of Court, for the appointment of a third arbitrator.

(4) Upon their appointment as provided in this section, the arbitrators, after considering the public interest, may

(a) dismiss the application; or
(b) order that the applicant be exempted from the provisions of the enactment.

(5) An order made under subsection (4) is final and binding on the applicant and the municipality, and if the building or structure is exempted under subsection (4) (b), the subsequent owners of the building or structure shall, subject to compliance with the provisions of this Act, continue to be exempted from the provisions of the enactment so long as the building or structure is licensed as a community care facility under this Act.

(6) Except as otherwise provided in this section, the *Commercial Arbitration Act* applies to an arbitration under this Act, but the applicant for a licence shall pay all the costs of the arbitration.

1969-4-8; 1971-10-7; 1972-13-7; 1973-16-5; 1974-17-6,11; 1975-13-5; 1976-33-17; 1986-3-53, effective July 4, 1986 (B.C. Reg. 148/86).

Duties of medical health officer

9. The medical health officer appointed under the *Health Act* for the municipality shall

(a) investigate every application for a licence to operate a community care facility within that municipality and shall report and make recommendations to the board respecting the application, or any other matter relevant to it requested by the board;
(b) investigate every complaint that an unlicensed community care facility is being operated within the municipality, or that a community care facility being operated within the municipality under a licence or interim permit

does not fully comply with this Act or the regulations, and report the result of the investigation and make a recommendation to the board;

(c) carry out inspections, whenever he considers it necessary, of every community care facility that is being operated within the municipality under a licence or interim permit and report the results of the inspections to the board; and

(d) perform additional duties in the administration of this Act that the Lieutenant Governor in Council may direct by regulation.

1972-13-8; 1974-17-7,11; 1982-43-4, proclaimed effective September 16, 1982.

Appeal to board

10. Where a local board, medical health officer or municipality has, under this Act, refused to issue, or has suspended or cancelled a licence or interim permit, the applicant, permittee or licensee, as the case may be, may appeal to the board where he alleges in writing that he is in compliance with this Act and the regulations.

1974-17-8,11; 1982-76-6.

Inspection of community care facilities

11. (1) Every community care facility shall be open at all times to visitation and inspection by any member of the board, or local board, or by any authorized representative of the board, or local board, who may examine any part of it and may call for and inspect the financial and other records of the community care facility and may inquire into all matters concerning the community care facility, its employees and guests, including any treatment or rehabilitation program being carried out in the community care facility.

(2) Any member of the board, or local board, or any authorized representative of the board, if he has cause to believe that a building or structure is being used as a community care facility, may enter and inspect the building or structure and every part of it and may request full information from the owner or occupant respecting the purpose for which the building or structure is being used, and the owner or occupant shall, on request, give access to the building or structure, and disclose full information respecting its use.

1969-4-11; 1971-10-8; 1972-13-10,11; 1974-17-9,10,11.

Certain advertisements or inducements prohibited

12. (1) In this section "personal representative" includes

(a) an executor within the meaning of the *Wills Act*,

(b) an administrator within the meaning of the *Estate Administration Act*, and

(c) a trustee of an estate or part of an estate under administration.

(2) No licensee, or employee of a community care facility shall

(a) endeavour to persuade a pregnant woman to enter a community care facility by offering to arrange for the adoption of her child after birth;

(b) advertise any child for adoption or dispose of a child in any manner other than to transfer the custody of the child to a relative by blood or marriage, without first informing the Superintendent of Family and Child Service designated under the *Family and Child Service Act*;

(c) bring, cause to be brought, advertise for or in any way encourage the entry into the Province of any adult person to become a resident in a community care facility;

(d) bring, cause to be brought, advertise for or in any way encourage the entry into the Province of any child to become a resident in a community care facility without first obtaining the approval in writing of the Superintendent of Family and Child Service designated under the *Family and Child Service Act;*

(e) persuade or induce, or attempt to persuade or induce, a resident to make or alter his will, or to make a gift, to provide a benefit for the operator or employee or spouse or relative of either of them under the will or by gift, or influence the resident in the conduct of his financial affairs for the benefit of the operator or employee, or relative or spouse of either of them, and every provision conferring such a benefit in a will and every gift so made, or agreed to be made, is void and of no effect, unless the Public Trustee consents in writing to the gift being made or to the disposition under the will being completed and carried out;

(f) require that an applicant for admission to a community care facility, as a condition of admission, make any payment or donation other than the agreed rates;

(g) act under the authority of a power of attorney granted to him by a resident of a community care facility operated by the licensee or in which the employee is employed, and the power of attorney and a disposition made under the power of attorney are void, unless
  (i) the licensee or employee is a child, parent or spouse of the resident, or
  (ii) the Public Trustee consents in writing to the power of attorney or the disposition; or

(h) act as a personal representative or committee of the estate of a resident or former resident of a community care facility operated by the licensee or in which the employee is employed, unless the licensee or employee is a child, parent or spouse of the resident or former resident.

1969-4-13; 1972-13-12 to 15; 1973-16-7; 1974-17-11; 1975-13-6; 1980-11-29, proclaimed effective June 1, 1981; 1982-43-5, proclaimed effective September 16, 1982.

Repayment agreements

13. Where a person prepays any part of the cost of services provided by a class of community care facility designated by the Lieutenant Governor in Council, the licensee or manager of the facility shall, at the time of the prepayment, deliver to the person a written statement setting out the terms and conditions on which a refund of all or any of the prepayment will be made.

1973-16-8; 1974-17-11.

Regulations

14. (1) The Lieutenant Governor in Council may make regulations which, without restricting the generality of the foregoing, may prescribe

(a) the manner in which an application for a licence to operate a community care facility shall be made to the board, and the form and content of the application;

(b) the fees to be paid to the Crown in respect of the application, licence or permit;
(c) standards of construction for, and the facilities, equipment and furnishings that must be contained in, different classes of community care facilities before an applicant can obtain an interim permit or licence under this Act;
(d) the duties and responsibilities of a licensee and his employees;
(e) the training, experience and other qualifications required for operators and employees of different classes of community care facilities;
(f) the records required to be kept by an operator of a community care facility and the reports of the operation of the facility required to be submitted to the board;
(g) the number or proportion of persons, who, being persons in receipt of social assistance under the *Guaranteed Available Income for Need Act*, shall be provided with food and lodging in a community care facility, and the rate payable;
(h) the treatment, rehabilitative and recreational programs that the operator of a community care facility shall provide for the benefit of the residents in it;
(i) the extent of physical, mental or emotional disability that a licensee may accept, accommodate or care for in a community care facility;
(j) the minimum and maximum age of, and the maximum number of persons who may be accepted or accommodated in different classes of community care facilities;
(k) the maximum number of hours per day that a person may be accepted or accommodated in or cared for in different classes of community care facilities;
(l) the types of care supervision, social or educational training or physical or mental rehabilitative therapy that may be provided in different classes of community care facilities and prescribing standards for each type;
(m) limiting the conditions of admission that a licensee may require of an applicant for admission to a community care facility and the restrictions that a licensee may impose on a person cared for in a community care facility;
(n) the circumstances in which the board may
    (i) issue a letter of permission authorizing a licensee to employ a person as a preschool supervisor, or a particular class of preschool supervisor, notwithstanding that the person does not have the training, experience and other qualifications required by the regulations for a certificate for that position, and
    (ii) withdraw a letter of permission.

(2) In making regulations under subsection (1), the Lieutenant Governor in Council may make different provision for one or more classes of community care facilities.

1969-4-15; 1972-13-16; 1973-16-9; 1974-17-11; 1975-13-7; 1978-28-4; 1987-55-4, effective January 8, 1988 (B.C. Reg. 1/88); 1989-48-7; 1990-37-11(e).

Offence and penalty

15. Every person who contravenes any provision of this Act or the regulations commits an offence and is liable, on conviction, to a fine of not less than $50, and, where the offence is of a continuing nature, each day that the offence continues shall constitute a separate offence.

1973-16-11; 1974-17-11.

COMMUNITY CARE FACILITY ACT
RS1979, c. 57

AMENDMENTS NOT IN FORCE

Section	Reference
1 to 5.6, 6, 9 to 11, 13.1, 14 and 15	1990-37-1 to 11 (d) and 12

[This index prepared by the Canadian Law Information Council]

Community Care Facility Act
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Community Care Facility Act

CHILD CARE REGULATION

[section 4 effective November 1, 1990; section 22 (c) effective March 1, 1990;
remainder effective November 1, 1989]
[includes amendments up to B.C. Reg. 416/90]

[Consolidated November 30, 1990]

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Interpretation

1. (1) In this regulation

"Act" means the *Community Care Facility Act*;

"assistant" means a person who has the qualifications required by section 9;

"board" means the Provincial Child Care Facilities Licensing Board;

"certificate" means a certificate issued under section 5 (e) of the Act;

"educator" means a preschool supervisor and includes an early childhood educator, an infant and toddler educator and a special needs early childhood educator;

"group day care" means the provision, in a group setting, of care to children and of opportunities for their social, emotional, physical and intellectual growth;

"letter of permission" means a letter issued under section 11;

"licence" means a licence issued under section 5 (a) of the Act;

"licensee" includes a manager and a person who operates a facility under a permit;

"local assistant to the fire commissioner" has the same meaning as "local assistant" in the *Fire Services Act*;

"manager" means a person appointed in accordance with section 5 (a) (ii) (B) of the Act and includes a person designated as manager in a notice posted under section 13;

"medical health officer" means a medical health officer appointed under the *Health Act*;

"parent", in relation to a child, includes a guardian of the person of the child;

"permit" means an interim permit issued under section 5 (b) of the Act;

"responsible adult" means a person who has the qualifications required by section 10;

"special needs children" means children who, because of physical, mental or emotional handicaps, require additional support and services;

"substitute parent" means a person designated, in writing, by the parent of a child as a substitute parent of the child.

(2) In Parts 1 and 2 **"facility"** means a facility as defined in section 37, 42, 47, 52, 57, 61, 71 or 76 or a residential care facility as defined in section 66.

PART 1

LICENCE AND STAFF

Application for licence

2. An application for a licence to operate a facility must be in the form of Schedule A and accompanied by the information specified in that schedule.

Duty to inform

3. The licensee shall promptly inform the medical health officer of any change in the name of a facility or of the manager of the facility.

Criminal record checks

4. (1) The licensee shall not employ a person in a facility unless the licensee has examined

(a) the criminal record check of the person, and

(b) character references for the person from individuals who are able to provide such references,

and the licensee is satisfied of the person's good character and suitability for employment in the facility.

(2) The licensee shall not permit an adult person, other than a parent of a child enrolled at the facility, to be ordinarily present on the premises where a facility is located, during the time that children enrolled in the facility are present, unless the person is of good character and the licensee has obtained a criminal record check for that person.

(3) Where the licensee is not a corporation, the licensee shall continue to be of good character and shall submit, to the Ministry of Health, an authorization to obtain a criminal record check for himself or herself.

(4) Notwithstanding subsections (1) and (2), the licensee shall obtain and submit, within 6 months of this subsection coming into force, to the Ministry of Health, an authorization to obtain a criminal record check

(a) for every person employeed in the facility at the time this section comes into force, and

(b) for an adult person, other than a parent of a child enrolled at the facility, who is ordinarily present on the premises where a facility is located at the time this section comes into force, and

following receipt from the Ministry of Health of the criminal record check of a person referred to in paragraph (a) or (b), the licensee shall not continue

(c) to employ a person in a facility unless the licensee has examined the criminal record check of the person and is satisfied of the person's good character and suitability for continued employment in the facility, or

(d) to permit an adult person to be ordinarily present on the premises where a facility is located, during the time that children enrolled in the facility are present, unless the licensee has examined the criminal record check of the person and the person is of good character.

(5) The licensee shall keep

(a) all criminal record checks referred to in this section, and

(b) records of all checks done under subsection (1) (b)

for not less than one year after which time they shall be returned to the person who was the subject of the checks or shall be destroyed.

(4) In this section **"employ"** includes to use the services of a voluntary worker, other than a parent of a child enrolled at the facility, where the parent provides only voluntary services on a basis other than full-time.

[en. B.C. Reg. 416/90, s. 1, *effective November 1, 1991.*]

Staff qualifications

5. The licensee shall not employ a person in a facility

(a) as an early childhood educator, special needs early childhood educator or infant and toddler educator unless

(i) the person has the appropriate certificate, or

(ii) the licensee has a letter of permission, or

(b) as an assistant or responsible adult, unless the person has the qualifications required by section 9 or 10, as the case may be.

Qualifications for early childhood educator

6. (1) To qualify for a certificate to act as an early childhood educator, an applicant must

(a) have completed
  (i) a basic early childhood education training program offered by an institution listed in item 1 of Schedule B, or
  (ii) a program the board considers to be an equivalent training program,

(b) have completed 500 hours of work experience in Canada
  (i) within 5 years after completion of a training program described in paragraph (a),
  (ii) in not more than 2 facilities as defined in section 37, 42, 47, 52, 57, 71 or 76, and
  (iii) under the direction of
    (A) an early childhood educator, if the work experience is completed in the Province, or
    (B) an individual acting in a position equivalent to an early childhood educator in a child care facility outside the Province, in any other case,

(c) be recommended by the person or persons under whose direction the work experience was completed and who can attest to the applicant's suitability to act as an early childhood educator, and

(d) be of good character.

(2) If an applicant has, in qualifying for another profession, completed a course that the board considers is at least equivalent to a course forming part of a training program referred to in subsection (1) (a) (i), the board may exempt the applicant from the requirement to complete that course.

Qualifications for special needs early childhood educator

7. To qualify for a certificate to act as a special needs early childhood educator, an applicant must

(a) have the qualifications required by section 6, and

(b) have completed
  (i) a post basic early childhood education special needs training program offered by an institution listed in item 2 (a) of Schedule B, or
  (ii) a program the board considers an equivalent training program.

Qualifications for infant and toddler educator

8. To qualify for a certificate to act as an infant and toddler educator, an applicant must

(a) have the qualifications required by section 6, and

(b) have completed
  (i) a post basic early childhood education infant and toddler training program offered by an institution listed in item 2 (b) of Schedule B, or
  (ii) a program the board considers an equivalent training program.

Qualifications for assistants

9. To qualify for employment in a facility as an assistant, a person must
(a) be of good character,
(b) be able to provide care and mature guidance to children, and
(c) either be in the process of qualifying under section 6 for a certificate or have completed a training program that the board recognizes as at least equivalent to one course of a basic early childhood education program referred to in section 6 (1) (a) (i).

Qualifications for responsible adult

10. To qualify for employment in a facility as a responsible adult, a person must
(a) be of good character,
(b) have reached 19 years of age,
(c) be able to provide care and mature guidance to children, and
(d) either have completed a course on the care of young children or have relevant work experience.

Letter of permission

11. (1) If the licensee satisfies the board
(a) that no suitable person having the appropriate certificate is available for employment in a facility as an early childhood educator, infant and toddler educator or special needs early childhood educator, and
(b) that the person the licensee proposes to employ has reached 19 years of age and has the qualifications required by section 9,

the board may issue to the licensee a letter of permission permitting the licensee to employ that person for the period specified in the letter.

(2) If the board is satisfied that a person named in a letter of permission no longer has a qualification required by section 9, the board may withdraw the letter of permission at any time.

Expiry and renewal of certificates

12. (1) A certificate issued after this regulation comes into force expires on the 5th anniversary after its date of issue.

(2) On application before a certificate expires, the board shall renew a certificate if it is satisfied that
(a) the applicant is of good character, and
(b) during the term of the current certificate, the applicant

(i) has completed 300 hours of work experience as an educator, and
(ii) has
(A) attended at least 2 seminars, conferences or workshops on early childhood education, lasting a total of at least 12 hours, or
(B) completed a course relating to early childhood education.

(3) On application after a certificate expires, the board may renew the certificate if it is satisfied that

(a) the applicant is of good character,
(b) during the term of the expired certificate, the applicant
(i) completed the work experience, and
(ii) attended the seminars, conferences or workshops or completed the course

referred to in subsection (2) (b), and

(c) the applicant's failure to apply before the expiry of the certificate was due to circumstances beyond the control of the applicant.

Posting of documents

13. The licensee shall ensure that the name of the manager and the current certificate or letter of permission of each educator is posted beside the licence for a facility.

Health of staff

14. (1) The licensee shall

(a) ensure that, before a person is employed in a facility, the person provides the licensee with the written opinion of a medical practitioner that the mental and physical health of the person is adequate for the job,
(b) require each employee, as a condition of employment, to comply with the immunization program of the Ministry of Health and to participate in its tuberculosis control program, and
(c) keep records respecting each employee's compliance with and participation in the programs referred to in paragraph (b) and, on request, make the records available to the board or the medical health officer.

(2) In this section "employ" includes to use the services of a voluntary worker.

PART 2

GENERAL

Staffing

15. (1) The licensee shall ensure that the applicable ratio of staff to children present is maintained at all times in a facility, including when staff are on holiday or leave of absence.

(2) If an educator or assistant is absent from a facility, the licensee shall appoint another educator or assistant or a responsible adult to assume the responsibilities of the absentee.

(3) If the absence exceeds one month, a person who is less qualified than the absentee shall not be appointed under subsection (2) without the approval of the board.

(4) The licensee shall notify the medical health officer of any changes in the permanent personnel.

Supervision of children

16. (1) The licensee shall ensure that children in a facility are supervised at all times by a responsible adult and that a second adult is readily available.

(2) During the half hour before the program begins and after it ends, children arriving at or departing from a facility as defined in section 37, 42, 52 or 71 may, despite the staff qualification requirements of the applicable ratio of staff to children, be supervised by an educator or assistant so long as the number of staff required to comply with that ratio is present in the facility and no more than 7 children are present.

(3) In this section "responsible adult" includes an educator and an assistant.

Records and consents

17. The licensee shall

(a) maintain at a facility up to date records on each child enrolled showing

(i) the child's name, sex, date of birth, medical insurance plan number and immunization record,

(ii) the date of the child's enrollment in the facility,

(iii) the child's daily attendance record,

(iv) the names and telephone numbers of a parent of the child, the child's medical practitioner and a person to contact in case of an emergency,

(v) any therapeutic diet or special instruction that is recommended or given for the child by a medical practitioner and of which a parent or the medical practitioner has notified the licensee in writing,

(vi) any medication that is prescribed by a medical practitioner or provided by a parent and that the licensee has agreed to

administer to the child, and any instruction on administering that medication,
  - (vii) the times any diet referred to in subparagraph (v) is given or medication referred to in subparagraph (vi) is administered,
  - (viii) any other instruction given by a parent, and
  - (ix) any illness or medical disability disclosed to the licensee by the child, a parent of the child or the child's medical practitioner,
- (b) obtain in writing from a parent of a child the name of each person authorized to remove the child from the facility, and
- (c) obtain a consent signed by a parent of each child authorizing the staff to call a medical practitioner or ambulance for the child in the case of accident or illness, if the parent cannot immediately be reached.

Medication

18. (1) If a licensee has agreed with a parent of a child to give the child any medication prescribed by a medical practitioner or provided by the parent for the child, the licensee shall ensure that the medication is given to the child in the amount and at the times specified in the child's record.

(2) A licensee shall ensure that no medication is given to a child while under the care or supervision of the licensee, except in accordance with subsection (1)

Notification of illness or injury

19. (1) A licensee shall immediately notify a parent of a child or the person named for that purpose in the child's record under section 17 (a) (iv) if, while under the care or supervision of the licensee,

- (a) the child becomes ill or is injured, or
- (b) the child is involved in an unusual or unexpected occurrence.

(2) A licensee shall notify the medical health officer within 24 hours after

- (a) a child is seriously injured while under the care or supervision of the licensee, or
- (b) it comes to the attention of the licensee that a child enrolled in the facility has a reportable communicable disease as defined in section 1 of the Health Act Communicable Disease Regulation, B.C. Reg. 4/83.

Sick children

20. The licensee shall

- (a) provide in a facility a quiet, clean resting area for children who become ill while under the care or supervision of the licensee, and
- (b) ensure that a child who becomes ill is under the close supervision of an adult.

Health and hygiene program

21. The licensee shall establish a program for children enrolled in a facility to instruct them in and to practise the rules of health and hygiene.

First aid

22. The licensee shall

(a) provide and maintain first aid kits approved by the medical health officer,

(b) ensure that first aid kits are readily accessible to the staff of a facility at all times, both on and off the premises, and

(c) ensure that at least one member of the staff on duty holds a valid first aid certificate awarded on completion of a course listed in Schedule C.

[NOTE: 22 (c) effective March 1, 1990.]

Medications, poisons, etc.

23. The licensee and the staff of a facility shall ensure that

(a) all medications are kept in a locked container, and

(b) no poisonous substance or potentially hazardous object is accessible to a child in the facility.

Emergency procedures and fire drills

24. The licensee shall

(a) establish emergency procedures before the opening of a facility and ensure that all staff are thoroughly trained in the procedures, and

(b) post and practise a system of fire drills approved by the local assistant to the fire commissioner.

Telephone

25. The licensee shall ensure that there is an operating telephone within a facility and that the telephone is readily accessible to all staff.

Furniture, equipment and fixtures

26. The licensee shall supply appropriate equipment, furniture and supplies and shall ensure that

(a) any equipment, furniture or fixture in a facility

(i) is of sturdy, safe construction, is easy to clean and is free from hazards, and

(ii) is placed so that it will not interfere with exits, and

(b) any cot or crib in a facility complies with the Cribs and Cradles Regulations under the *Hazardous Product Act* (Canada).

Discipline

27. The licensee shall

(a) provide the staff of a facility and parents with a written statement of the facility's policy on discipline, and

(b) ensure that no child enrolled in a facility is, while under the care or supervision of the licensee,
  (i) subjected to shoving, hitting, shaking, spanking or any other form of corporal punishment,
  (ii) subjected to harsh, belittling or degrading treatment, whether verbal, emotional or physical, that would humiliate the child or undermine the child's self respect,
  (iii) as a form of punishment, confined, physically restrained or kept, without adult supervision, apart from other children, and
  (iv) as a form of punishment, deprived of meals, snacks, rest or necessary use of a toilet.

Abuse

28. The licensee shall ensure that no child enrolled in a facility is, while under the care or supervision of the licensee, subjected to emotional, physical or sexual abuse or to physical or emotional neglect.

Program of activities

29. The licensee shall provide, for children enrolled in a facility, a comprehensive and coordinated program of activities that
(a) is designed for the development, care and protection of children,
(b) is appropriate for the age and development of the children in each group in the facility, and
(c) meets the standards set out in Schedule D.

Play area

30. (1) The licensee shall ensure that, weather permitting, children enrolled in a facility, other than a residential care facility or a facility defined in section 76, have regular daily play periods in an outdoor play area that complies with the requirements for that facility.

(2) The licensee of a residential care facility shall ensure that, weather permitting, children enrolled in the facility have an opportunity for outdoor activities each day.

Play materials and equipment

31. The licensee shall ensure that
(a) all play materials and all indoor and outdoor play equipment in a facility are suitable for the age and development of the children enrolled in the facility, and
(b) all play materials are safe and all play equipment is safely constructed, free from hazards and in good repair.

Nutrition

32. (1) The licensee shall ensure that

(a) a child who is present in a facility for 2 hours a day or more is provided with a nutritious snack,

(b) in addition to the snack provided in paragraph (a), a child who is present in a facility for 4 hours a day or more is provided with a midday or evening meal or both,

(c) in addition to food provided under paragraphs (a) and (b), a child who is present in a facility for 6 hours a day or more is provided with a second nutritious snack,

(d) in addition to the food provided under paragraphs (a) to (c), a child to whom overnight care is provided in a facility is provided with an evening nutritious snack and a morning meal, and

(e) the food provided to a child in a facility is sufficient, in quantity and kind, to supply the child with all or part of the nutrient intake per day that, in "Recommended Nutrient Intakes for Canadians", is recommended for children in the relevant age group, taking into consideration the number of hours the child is in the facility and the child's food preferences and cultural background.

(2) The licensee shall ensure that no child in a facility is fed by means of a propped bottle.

Overnight care

33. The licensee of a facility, as defined in sections 37, 42, 52 or 57, may provide overnight care to children enrolled in the facility so long as the licensee, in addition to complying with the provisions of this regulation applicable in respect of the facility, complies with the standards of care set out in Schedule E.

Smoking

34. (1) No person shall smoke in a facility except in an area designated as a smoking area by the licensee.

(2) The licensee shall not designate as a smoking area an area to which the children have access.

Cleanliness of facility

35. The licensee shall ensure that a facility is cleaned on a regular basis and that a reasonable level of cleanliness is maintained at all times.

Alterations

36. The licensee shall notify the medical health officer before any structural alteration is made to a facility.

PART 3

GROUP DAY CARE, UNDER 36 MONTHS

Interpretation

37. In this Part

"child" means a person who is under 36 months of age;

"facility" means a facility in which group day care is provided to children.

Requirements for facility

38. The licensee shall provide in a facility

(a) $3.7\ m^2$ of floor area per child, excluding hallways, built in storage areas and bathrooms,

(b) for each child, a sleeping arrangement that is not located in an activity area and consists of,

  (i) a crib, where the child is shorter than 90 cm (35.43") and is unable to climb out of the crib unaided, or

  (ii) a mattress not less than 7.5 cm in thickness or a cot or equivalent sleeping arrangement, in any other case

with a clean washable mattress cover and clean washable covers,

(c) for every 12 children, one toilet and one wash basin on the same floor as the facility,

(d) a container for soiled clothing and a changing table that is not in the food preparation area,

(e) in addition to the wash basins required under paragraph (c), a wash basin convenient to the changing table, and

(f) an outdoor play area that is fenced and is large enough to provide $7\ m^2$ of play area per child.

Maximum number of hours of care

39. Subject to section 33, the licensee shall provide a child enrolled in a facility with not more than 13 hours of care per day.

Size of group

40. The licensee shall ensure that

(a) the children present in a facility are divided into groups of not more than 12, and

(b) a separate area is available for each group of children.

Staff to children ratio

41. The licensee shall ensure that the ratio of staff to children present in a facility is maintained as follows:

(a) for each group of 4 or fewer children, one infant and toddler educator;

(b) for each group of 5 to 8 children, one infant and toddler educator and one early childhood educator;
(c) for each group of 9 to 12 children,
  (i) one infant and toddler educator,
  (ii) one early childhood educator, and
  (iii) one assistant.

PART 4

GROUP DAY CARE, 30 MONTHS TO SCHOOL AGE

Interpretation

42. In this Part

"child" means a person who is at least 30 months of age on the date of entrance to the facility and has not entered grade 1;

"facility" means a facility in which group day care is provided to children.

Requirements for facility

43. The licensee shall provide in a facility
(a) 3.7 m^2 of floor area per child, excluding hallways, built in storage areas and bathrooms,
(b) a sleeping arrangement for each child, consisting of
  (i) a mattress at least 7.5 cm in thickness, or
  (ii) a cot or equivalent arrangement
with a clean washable mattress cover and clean washable covers,
(c) for every 10 children, one toilet and one wash basin,
(d) a container for soiled clothing, and
(e) an outdoor play area that
  (i) is fenced if the immediate environment is potentially hazardous for children, and
  (ii) is large enough to provide 7 m^2 of play area per child.

Maximum number of hours of care

44. Subject to section 33, the licensee shall provide a child enrolled in a facility with not more than 13 hours of care per day.

Size of group and maximum number of children under 3

45. The licensee shall ensure that
(a) the children present in a facility are divided into groups of not more than 25, and
(b) not more than 2 children under 36 months of age are provided with care in a facility at any one time.

Staff to children ratio

46. The licensee shall ensure that the ratio of staff to children present in a facility is maintained as follows:

- (a) for each group of 8 or fewer children, one early childhood educator;
- (b) for each group of 9 to 16 children, one early childhood educator and one assistant;
- (c) for each group of 17 to 25 children,
  - (i) one early childhood educator, and
  - (ii) 2 assistants.

PART 5

PRESCHOOL, 30 MONTHS TO SCHOOL AGE

Interpretation

47. In this Part

"child" means a person who

- (a) is at least
  - (i) 30 months of age on the date of entrance to the facility, and
  - (ii) 36 months of age on December 31 of the year of entrance to the facility, and
- (b) has not entered grade 1;

"facility" means a preschool in which children are provided with opportunities for social, emotional, physical and intellectual growth.

Requirements for facility

48. The licensee shall provide in a facility

- (a) 3.7 m^2 of floor area per child, excluding hallways, built in storage and bathrooms,
- (b) for every 10 children, one toilet and one wash basin, and
- (c) an outdoor play area that is fenced if the immediate environment is potentially hazardous for children.

Maximum number of hours of care

49. The licensee shall provide a child enrolled in a facility with not more than 4 hours of care per day.

Size of group

50. The licensee shall ensure that the children present in a facility are divided into groups of not more than 20.

Staff to children ratio

51. (1) The licensee shall ensure that the ratio of staff to children present in a facility is maintained as follows:

(a) for each group of 15 or fewer children, one early childhood educator;
(b) for each group of 16 to 20 children, one early childhood educator and one assistant.

(2) Despite subsection (1) (b), if

(a) a facility has a parent education program approved by the board, and
(b) a parent or substitute parent who has taken the program is present in the facility to assist the early childhood educator with a group of 16 to 20 children,

the licensee is not required to ensure that there is one assistant for that group.

PART 6

SPECIAL NEEDS DAY CARE

Interpretation

52. In this Part

"child" means a person who has not entered grade 1;

"facility" means a facility in which group day care is provided to children at least 25% of whom are special needs children.

Requirements for facility

53. The licensee shall provide in a facility

(a) 4 m^2 of floor area per child, excluding hallways, built in storage areas and bathrooms,
(b) for each child who is provided with more than 4 hours of care per day, a sleeping arrangement consisting of
  (i) if the child is shorter than 90 cm and unable to climb out of a crib unaided, a crib, and
  (ii) in any other case, a mattress at least 7.5 cm in thickness or a cot or equivalent arrangement

with a clean washable mattress cover and clean washable covers,

(c) for every 8 children, one toilet and one wash basin that are readily accessible to the children,
(d) a container for soiled clothing and a changing table that is not in the food preparation area,
(e) in addition to the wash basin required under paragraph (c), a wash basin convenient to the changing table,
(f) if a child requiring mechanical aid for mobility is enrolled in the facility,
  (i) a conveniently located and securely attached grab bar beside at least one toilet, and

  - (ii) a ramp for access to the facility, and
- (g) an outdoor play area that
  - (i) is fenced, if the immediate environment is potentially hazardous for children, and
  - (ii) is large enough to provide 7 m^2 of play area per child.

Maximum number of hours of care

54. Subject to section 33, the licensee shall provide a child enrolled in a facility with not more than 13 hours of care per day.

Size of group

55. The licensee shall ensure that

- (a) the children present in a facility are divided into groups,
- (b) subject to paragraphs (c) and (d), each child is placed in the group that is most appropriate for the child's needs,
- (c) not more than 16 children are in one group, and
- (d) not more than 12 children under 36 months of age are in one group.

Staff to children ratio

56. The licensee shall ensure that the ratio of staff to children present in a facility is maintained as follows:

- (a) for each group of 4 or fewer children, one special needs early childhood educator;
- (b) for each group of 5 to 8 children, one special needs early childhood educator and one early childhood educator;
- (c) for each group of 9 to 12 children, one special needs early childhood educator and 2 early childhood educators;
- (d) for each group of 13 to 16 children,
  - (i) one special needs early childhood educator,
  - (ii) 2 early childhood educators, and
  - (iii) one assistant.

PART 7

FAMILY DAY CARE

Interpretation

57. In this Part

"child" means a person under 13 years of age;

"facility" means a facility in which family day care is provided;

"family day care" means the provision, in a licensee's home, of care to children and of opportunities for their social, emotional, physical and intellectual growth.

Requirements for facility

58. The licensee shall provide in a facility

(a) a sleeping arrangement for each child consisting of

(i) where the child is shorter than 90 cm and unable to climb out of a crib unaided, a crib, and

(ii) in any other case, a mattress at least 7.5 cm in thickness or a cot or equivalent arrangement

with a clean washable mattress cover and clean washable covers,

(b) a container for soiled clothing and a changing table that is not in the food preparation area,

(c) an indoor play area, and

(d) an outdoor area that is fenced, if the immediate environment is potentially hazardous for children.

Maximum number of hours of care

59. Subject to section 33, the licensee shall provide a child enrolled in a facility with not more than 13 hours of care per day.

Maximum number of children

60. (1) The licensee shall ensure that not more than 5 preschool children and 2 school age children are in a facility at one time, including all children under 12 years of age living or being cared for in the facility.

(2) The licensee shall ensure that not more than 2 children under the age of 24 months are cared for in a facility at one time.

(3) Only one child under the age of 12 months shall be cared for in a facility at one time.

(4) For the purposes of this section "child" includes a child who is living in a facility as a member of the licensee's family.

PART 8

OUT OF SCHOOL CARE

Interpretation

61. In this Part

"facility" means a facility for out of school care;

"out of school care" means the provision of care, before and after school hours and during school holidays, for children attending school;

"school" includes kindergarten.

Requirements for facility

62. The licensee shall provide in a facility

(a) 3 m^2 of floor area per child, excluding hallways, built in storage and bathrooms,
(b) for every 15 children, one toilet and one wash basin, and
(c) an outdoor play area that is fenced.

Maximum number of hours of care

63. The licensee shall provide a child enrolled in a facility with not more than 13 hours of care per day.

Size of group

64. (1) Where any child present in a facility is in kindergarten or grade 1, the licensee shall ensure that the children are divided into groups of not more than 20.

(2) Where every child present in a facility is in a grade higher than grade 1, the licensee shall ensure that the children are divided into groups of not more than 25.

Staff to children ratio

65. The licensee shall ensure that the ratio of staff to children present in a facility is maintained as follows:

(a) where any child present in a group in the facility is in kindergarten or grade 1,
  (i) one responsible adult for every group of 10 or fewer children, and
  (ii) 2 responsible adults for every group of 11 to 20 children;
(b) where every child present in a group in the facility is in a grade higher than grade 1,
  (i) one responsible adult for every group of 15 or fewer children, and
  (ii) 2 responsible adults for every group of 16 to 25 children.

PART 9

RESIDENTIAL CARE

Interpretation

66. In this Part

"child" means a person under 19 years of age;

"residential care facility" means a facility in which care and opportunities for social, emotional, physical and intellectual growth are provided to children placed in the facility to receive 24 hours of care and supervision a day, but does not include a facility referred to in section 33.

Requirements for facility

67. The licensee shall provide in a residential care facility

(a) a dining area

(i) with at least 1 m^2 of floor space per child, and
(ii) that allows a child requiring a wheelchair to eat at a table while seated in the wheelchair,

(b) a suitably furnished indoor activity room with at least 1 m^2 of floor space per child for the maximum number of children using the room at any one time,
(c) for every 5 children, one toilet and one wash basin, and
(d) for every 10 children, one bathtub equipped with shower.

Disabled children

68. Where a child requiring mechanical aid for mobility resides in a residential care facility, the licensee shall ensure that

(a) the window sill of the child's bedroom is not more than 80 cm above the floor,
(b) the child has access to all public areas, entrances and exits, and
(c) the washroom is suitably equipped for the child's needs.

Sleeping accommodation

69. (1) The licensee shall ensure

(a) that
(i) no child is required to share a bedroom except with one other child, and
(ii) no child over 6 years of age is required to share a bedroom with another child unless both children are of the same sex, and
(b) that each bedroom complies with and is furnished in accordance with the standards set out in subsections (2) to (8).

(2) The floor area of the bedroom, excluding clothes closets, must be at least

(a) where one child is accommodated, 7.4 m^2, or
(b) where more than one child is accommodated, 5.6 m^2 per child.

(3) For each child requiring a wheelchair, a floor area of not less than 1 m^2 per child must be provided in addition to the floor area required under subsection (2).

(4) The bedroom must be dry, well ventilated and directly accessible from a hall without passing through another room.

(5) The bedroom must have an exterior window

(a) with a glass area equal to not less than 10% of the floor area of the room, and
(b) that, where air conditioning is not provided, can be opened for ventilation.

(6) The bedroom must have sufficient artificial lighting to provide a minimum of 300 lx of general lighting and a minimum of 500 lx of lighting at the child's bed and chair.

(7) Each child must be provided with

(a) a bed for the exclusive use of the child, and

(b) additional furniture, appropriate for the age level of the child, for storage of clothing and possessions.

(8) Where 2 children are accommodated in one bedroom in which personal care is given, screening must be provided.

Staff to children ratio

70. (1) The licensee shall maintain at all times a ratio of staff to children present appropriate to the needs of the children and the type of care required.

(2) In this section **"staff"** means responsible adults.

PART 10

EMERGENCY CARE

Interpretation

71. In this Part

"child" means a person who has not entered grade 1;

"facility" means a facility for emergency care;

"emergency care" means the provision, on a short term basis, of care, including emotional support and an opportunity for social and intellectual development, in a group setting for children.

Requirements for facility

72. (1) Section 43 (a) to (d) applies in respect of a facility.

(2) The licensee shall provide in a facility an outdoor play area that is

(a) readily accessible from the facility, and

(b) is fenced if the immediate environment is potentially hazardous for children.

Maximum number of hours of care

73. The licensee shall provide a child enrolled in a facility with not more than 72 hours of care per calendar month.

Size of group

74. The licensee shall ensure that

(a) children under 3 years of age who are present in a facility are divided into groups of not more than 12, and

(b) children 3 years of age or more who are present in a facility are divided into groups of not more than 25.

Staff to children ratio

75. The licensee shall ensure that the ratio of staff to children present in a facility is maintained in accordance with

(a) section 41, for children under 3 years of age, and
(b) section 46, for children 3 years of age or more.

PART 11

CHILD MINDING, 18 MONTHS TO SCHOOL AGE

Interpretation

76. In this Part

"child" means a person who is at least 18 months of age and has not entered grade 1;

"child minding" means the provision of supervised group care for children;

"facility" means a child minding facility.

Requirements for facility

77. The licensee shall provide in a facility

(a) 3 m^2 of floor space per child, excluding hallways, built in storage and bathrooms,
(b) for every 10 children, one toilet and one wash basin,
(c) a container for soiled clothing and a changing table, and
(d) in addition to the wash basin required under paragraph (b), a wash basin convenient to the changing table.

Maximum number of hours of care

78. The licensee shall provide a child enrolled in a facility with

(a) not more than 3 hours of care per day, and
(b) not more than 2 days of care per week.

Size of group

79. (1) Where any child present in a facility is under 3 years of age, the licensee shall ensure that the children are divided into groups of not more than 16.

(2) Where every child present in a facility is 3 years of age or more, the licensee shall ensure that the children are divided into groups of not more than 20.

Staff to children ratio

80. The licensee shall ensure that the ratio of staff to children present in a facility is maintained as follows:

(a) where every child in a group is 3 years of age or more,
  (i) one responsible adult for each group of 8 or fewer children,
  (ii) 2 responsible adults for each group of 9 to 16 children, and
  (iii) 3 responsible adults for each group of 17 to 20 children;
(b) where a child in a group is under 3 years of age,
  (i) one responsible adult for each group of 4 or fewer children,

(ii) 2 responsible adults for each group of 5 to 8 children,
(iii) 3 responsible adults for each group of 9 to 12 children, and
(iv) 4 responsible adults for each group of 13 to 16 children.

PART 12

TRANSITIONAL AND COMMENCEMENT

Transitional

81. (1) If, when this section comes into force, a person is registered with the board as a preschool supervisor, an under 3 supervisor or special needs preschool supervisor,

- (a) that person shall be deemed to have been issued on the date this section comes into force a certificate to act as
  - (i) an early childhood educator, if the person is registered as a preschool supervisor,
  - (ii) an infant and toddler early childhood educator, if the person is registered as an under 3 preschool supervisor, and
  - (iii) a special needs early childhood educator, if the person is registered as a special needs preschool supervisor.
- (b) a certificate or letter of qualification issued to that person before this section comes into force shall be deemed to have terminated on the date this section comes into force, and
- (c) section 12 of this regulation and section 5 (e.1) of the Act apply in respect of a certificate deemed to have been issued under this section.

(2) Sections 38 (a), 43 (a) and 48 (a) do not apply in respect of a facility if a licence was issued for the facility before this section comes into force.

Commencement

82. (1) This regulation, except sections 4 and 22 (c), comes into force on November 1, 1989.

(2) Section 4 comes into force on November 1, 1991.

(3) Section 22 (c) comes into force on March 1, 1990.

[am. B.C. Reg. 416/90, s. 2.]

SCHEDULE A

(section 2)

[am. B.C. Reg. 416/90, s. 3.]

Province of British Columbia | **Ministry of Health**

APPLICATION FOR LICENCE

COMMUNITY CARE FACILITY ACT and
CHILD CARE REGULATION

Name of Proposed Facility (Please Print)

Street Address	City	Postal Code	Unorganised Territory
Mailing Address of Facility ☐ As Above or	City	Postal Code	Facility Phone No

1. SERVICES PROPOSED

	Number of children proposed for each category		Number of children proposed for each category
☐ Group day care	______	☐ Out of school care	______
☐ Preschool	______	☐ Residential care	______
☐ Special needs day care	______	☐ Emergency care	______
☐ Family day care	______	☐ Child minding	______
Proposed age range for group day care	______		

If family day care, the number and birthdates of children residing in home

2. TYPE OF ACCOMMODATION

☐ Family dwelling ☐ Conversion ☐ Conversion with new construction ☐ New construction ☐ Existing accommodation (church, school, etc.)

3. APPLICANT (if a society or corporation, include B.C. Inc. No. and name of a contact person)

Name

Address	City	Postal Code	Phone

Name of director resident in B.C. if facility is operated by an extra Provincial company

4. MANAGER

Name of person who will be responsible for day to day operations		Birthdate	
Address	City	Postal Code	Phone

Name of Applicant (Please Print)

Position of Applicant

Signature of Applicant

Date of Application

YOUR APPLICATION FORM MUST BE ACCOMPANIED BY:

(a) a statement of the qualifications, relevant work experience and suitability of the person who is to be the manager of the facility,

(b) 3 references for and a criminal record check of the name of
  (i) the applicant, if not a corporation, or
  (ii) the manager, if the applicant is a corporation,

(c) ***Repealed.*** [B.C. Reg. 416/90, s. 3.]

(d) a statement of the number of staff, excluding the manager, the applicant proposes to employ and their qualifications,

(e) a brief description of the program to be offered at the facility,

(f) a floor plan of the proposed facility drawn to scale and showing
  (i) the inside dimensions of each room and the width of each corridor and stair,
  (ii) the size and location of the fixed equipment in each room,
  (iii) the location and size of windows and the height of windowsills from the floor, and
  (iv) the location of accommodation reserved for family or staff.

SCHEDULE A (cont'd.)

(g) a site plan of the proposed facility drawn to scale and showing
  (i) the boundaries of the property on which the facility is located,
  (ii) the location of the facility, and
  (iii) the location and dimensions of the play area,

(h) a statement of projected monthly revenue and expenditures, including the estimated cost of staff salaries, food, utilities, maintenance, housing costs and programs,

(i) where the play area is not within the boundaries of the property on which the facility is located, a sketch map showing the location of the play area in relation to the facility and its distance from the facility, and

(j) where the applicant is a society, a copy of the constitution and bylaws of the society.

SCHEDULE B

(sections 5 to 9)

1. Basic Early Childhood Education Programs

Burnaby Central Adult Education Centre

Camosun College

Capilano College

Cariboo College - Kamloops

Cariboo College - Williams Lake

College of New Caledonia

Delta Department of Continuing Education

Douglas College

East Kootenay Community College

Fraser Valley College

Lake Cowichan School District

Langley Adult Education

Malaspina College

Northern Lights Community College
Dawson Creek

Northern Lights Community College
Fort St. John

Northwest Baptist Theological College

Northwest Community College

New Summits University College

North Island College

North & West Vancouver Continuing Education

Okanagan College

Richmond Continuing Education

Sechelt Continuing Education

Selkirk College

Simon Fraser University

University of British Columbia

University of Victoria

Vancouver Community College

Vancouver Montessori Training Program

2. Post Basic Early Childhood Education Programs

(a) Special Needs

Camosun College
Douglas College
East Kootenay Community College
Fraser Valley Community College
Malaspina College
Northern Lights Community College
North Island College
Pacific Rim Early Childhood Education Institute
University of Victoria School of Child Care
Vancouver Community College

(b) Infant and Toddler

Camosun College
Capilano College
Cariboo Community College
Douglas College
East Kootenay Community College
Fraser Valley Community College
Malaspina College
Pacific Rim Early Childhood Education Institute
Vancouver Community College

SCHEDULE C

(section 22)

First Aid Courses

1. St. John Standard First Aid (20 hours)
2. St. John Emergency First Aid (was Safety Oriented First Aid - 8 hours)
3. Canadian Red Cross Society First Aid
4. First Aid Recertification Course – Douglas College, New Westminister
5. Emergency First Aid Course –Cariboo College
6. First Aid Course – Doug Robertson, Duncan
7. First Aid for Preschool Teachers –Vancouver Island Industrial Emergency Care of B.C. Ltd.
8. Emergency Child Care – Warren Delaney, Victoria
9. St. John Standard First Aid for Professional Care Workers (20 hours)
10. Fraser Valley College First Aid Course
11. St. John Standard First Aid (modular – 13.50 hours)
12. St. John Emergency First Aid (modular – 7.25 hours)

SCHEDULE D

(section 29)

Program Standards

PHYSICAL DEVELOPMENT:

- Provide indoor and outdoor activities that encourage the development of large and small muscle skills appropriate to each child's level of development.
- Promote the development of self-help skills.
- Encourage good health and safety habits.

INTELLECTUAL DEVELOPMENT:

- Develop a flexible daily program that responds to the needs and interests of the children.
- Provide an environment that facilitates the development of curiosity, reasoning and problem-solving skills.
- Provide age-appropriate activities which encourage development of the following concept-building skills: classifying, ordering, determining direction and perceiving spatial relationships.
- Provide activities and materials that encourage creative endeavours such as art, music, movement, imaginative play, story-telling and construction.
- Provide activities and materials that foster a greater understanding of the environment.

LANGUAGE DEVELOPMENT:

- Model good language and listening skills.
- Provide opportunities for children to develop receptive and expressive language skills.
- Encourage communication.

EMOTIONAL DEVELOPMENT:

- Help children develop a positive self-concept.
- Help children develop an accurate perception of self.
- Help children express positive and negative feelings in appropriate ways.
- Provide a comfortable atmosphere in which children feel proud of their cultural heritage and cultural sharing is encouraged.

SOCIAL DEVELOPMENT:

- Provide an environment for children to work independently and to share and work cooperatively in small groups.
- Provide an environment that fosters positive behaviour in children.
- Help children appreciate differences and respect the personal feelings and property of others.
- Provide opportunities for social interactions that help children develop appropriate skills for social relationships.
- Provide experiences that facilitate a child's feeling of belonging to family, community and the world at large.

SCHEDULE E

(section 33)

Standards for Overnight Care

1. No more than 4 children may be accommodated in one room.

2. No child over 6 years of age may be accommodated in a room shared by another child of the opposite sex without direct staff supervision.

3. There must be a minimum of 5 m^2 floor space per child in the sleeping area.

4. The sleeping area must be
- (a) directly accessible without passing through another sleeping area,
- (b) dry, well ventilated and free from draughts, and
- (c) clean and free from clutter and other extraneous or unsafe matter.

5. Each child must be provided
- (a) with
  - (i) a crib, if the child is shorter than 90 cm (35.43") and is unable to climb out of the crib unaided, or
  - (ii) a cot or bed, in any other case, and
- (b) with a clean mattress and sufficient sheets and coverings for warmth and comfort.

6. Cribs, cots and beds must be arranged so as to allow easy access to each child with a minimum of 90 cm (3') of space on at least 2 sides of each crib, cot or bed.

7. Notwithstanding any other provision of this regulation, one shower or bathtub must be provided for every 10 children and adequate hot water must be provided.

8. No animals may be permitted in the sleeping area.

9. Where 3 or more children are sleeping overnight in a facility,
- (a) a responsible adult must at all times
  - (i) be awake and accessible to the children, or
  - (ii) be sleeping in the same room as the children, and
- (b) the number of other staff required to maintain the applicable ratio of staff to children must be available in the facility.

[Provisions of the *Community Care Facility Act* relevant to the enactment of this regulation: section 14]

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Victoria, 1991

PROVINCE OF BRITISH COLUMBIA

ORDER OF THE LIEUTENANT GOVERNOR IN COUNCIL

Order in Council No. **1674** *, Approved and Ordered* OCT. 26 1990

Lieutenant Governor

Executive Council Chambers, Victoria 24 OCT. 1990

On the recommendation of the undersigned, the Lieutenant Governor, by and with the advice and consent of the Executive Council, orders that, effective November 1, 1990, B.C. Reg. 319/89, the Child Care Regulation, is amended as set out in the Schedule to this order.

DEPOSITED
OCT 26 1990
B.C. REG. ~~410~~ 416/90

Minister of Health

for Presiding Member of the Executive Council

(This part is for administrative purposes only and is not part of the Order.)

Authority under which Order is made:

Act and section:- Community Care Facility Act, s. 14

Other (specify):- o.c. 1476/89

October 4, 1990 **1793/90/13/jb**

SCHEDULE

1. Section 4 of the Child Care Regulation, B.C. 319/89, is repealed and the following substituted:

Criminal record checks

4.(1) The licensee shall not employ a person in a facility unless the licensee has examined

(a) the criminal record check of the person, and

(b) character references for the person from individuals who are able to provide such references,

and the licensee is satisfied of the person's good character and suitability for employment in the facility.

(2) The licensee shall not permit an adult person, other than a parent of a child enrolled at the facility, to be ordinarily present on the premises where a facility is located, during the time that children enrolled in the facility are present, unless the person is of good character and the licensee has obtained a criminal record check for that person.

(3) Where the licensee is not a corporation, the licensee shall continue to be of good character and shall submit, to the Ministry of Health, an authorization to obtain a criminal record check for himself or herself.

(4) Notwithstanding subsections (1) and (2), the licensee shall obtain and submit, within six months of this subsection coming into force, to the Ministry of Health, an authorization to obtain a criminal record check

(a) for every person employed in the facility at the time this section comes into force, and

(b) for an adult person, other than a parent of a child enrolled at the facility, who is ordinarily present on the premises where a facility is located at the time this section comes into force, and

following receipt from the Ministry of Health of the criminal record check of a person referred to in paragraph (a) or (b), the licensee shall not continue

(c) to employ a person in a facility unless the licensee has examined the criminal record check of the person and is satisfied of the person's good character and suitability for continued employment in the facility, or

(d) to permit an adult person to be ordinarily present on the premises where a facility is located, during the time that children enrolled in the facility are present, unless the licensee has examined the criminal record check of the person and the person is of good character.

(5) The licensee shall keep

(a) all criminal record checks referred to in this section, and

(b) records of all checks done under subsection (1)(b)

for not less than one year after which time they shall be returned to the person who was the subject of the checks or shall be destroyed.

(6) In this section "employ" includes to use the services of a voluntary worker, other than a parent of a child enrolled at the facility, where the parent provides only voluntary services on a basis other than full-time.

2. Section 82(2) is amended by striking out "1990." and substituting "1991.".

3. Schedule A is amended under the heading "YOUR APPLICATION FORM MUST BE ACCOMPANIED BY:" by repealing paragraph (c).

B.C. Reg. 221/67
O.C. 2907/67

Health Act

SUMMER CAMPS REGULATIONS

[Consolidated January 31, 1985.]

DIVISION (1)

Interpretation

1.01 In these regulations, unless the context otherwise requires,

"approved" means approved in writing by the medical health officer;

"director" means a responsible, physically fit adult, at least 25 years of age, who has been placed in charge of the camp by the operator;

"medical health officer" means the medical health officer appointed under the *Health Act* for the area in which a campground is located;

"operator" means the individual or agency licensed to operate the camp;

"plot" means the area of land within a campground used by one holiday making family or household accommodated in a trailer;

"potable water" means water which has been approved for drinking purposes by the medical health officer;

"privy" means an approved building over an approved sanitary earth pit for the receiving and disposal by decomposition of human excrement and includes a latrine;

"summer camp" means a licensed summer resident camp operated

(a) by an individual or group of individuals, or

(b) by a duly constituted organization,

for the purpose of providing recreation and (or) training for children or adults;

"trailer" means any vehicle designed to travel on the highways constructed or equipped so that it may be used as living or sleeping quarters.

DIVISION (2)

Application

2.01 No person shall establish, construct, maintain or operate a summer camp in contravention of any of these regulations or so that any of these regulations is contravened.

DIVISION (3)

General

3.01 No person shall establish or construct a summer camp unless

(a) the site, plans and specifications of all buildings have been approved by the medical health officer,

(b) the plumbing, building and electrical installation in any summer camp comply with the bylaws or regulations in force in the territorial jurisdiction in which the camp is situate,

(c) the summer camp is located on a site that is well drained and not in an environment prejudicial to health,

(d) the buildings comply with the regulations made pursuant to the *Fire Services Act*.

3.02 The medical health officer or his representative shall inspect each summer camp in his area of jurisdiction at least once during the camping season and as frequently thereafter as he deems necessary.

DIVISION (4)

Bathing Facilities

4.01 Children under the age of 15 years shall not be permitted to bathe at swimming pools or bathing beaches unless they are at all times under the supervision of a competent attendant, well qualified in lifesaving procedures. Every swimming area shall be equipped with a boat or paddle board, a pole with a blunt hook having a handle at least 12 feet in length and a throwing ring with a ¼ inch line attached. A method for supervising bathers shall be established and enforced. A first aid kit shall be close at hand.

4.02 Bathing beaches shall be maintained in a clean and safe condition at all times. The water of all bathing beaches shall be free from sewage pollution or contamination by garbage and refuse. Bathing areas shall be free from dangerous rocks, holes and hidden danger, and any known dangers in the vicinity shall be properly marked with warning signs at all times.

4.03 The area used for swimming shall be clearly defined.

4.04 Animals shall be excluded from the bathing area.

4.05 All persons shall comply with the Small Vessels Regulations, and boats not covered by these regulations must show the safe carrying capacity and shall be equipped with approved lifesaving jackets for each passenger, a bailing can, towline and a pair of oars or 2 paddles. Outboard motors shall not exceed the rated horsepower for the boat.

DIVISION (5)
Water

5.01 Every summer camp shall have available a constant and adequate supply of potable water.

5.02 Samples of the potable water supply shall be taken

(a) at the beginning of each season, and
(b) at such other periods and as often as the medical health officer may direct.

5.03 If a summer camp has a water distribution system, it shall be installed in a manner satisfactory to the medical health officer and have sufficient pressure and volume to operate the system satisfactorily.

DIVISION (6)
Sewage Disposal

6.01 If a summer camp has a private sewage disposal system, its design, installation and operation shall meet with the approval of the medical health officer.

DIVISION (7)
Toilet and Lavatory Facilities

7.01 The operator shall provide toilet and lavatory facilities as follows:

Number of Persons for Whom Accommodation is Available at Camp	Minimum Number of Water Closets or Privy Seats	Minimum Number of Lavatories or Washbasins	Minimum Number of Showers or Bathing Facilities
1–9 persons	1	1	1
10–24 persons	2	2	1
25–49 persons	3	3	2
50 – 100 persons	5	5	3
Over 100 persons	One additional water closet or privy and one additional lavatory or washbasin and one shower or bath for each additional 30 persons.		

(a) toilet and lavatory facilities shall be a distance of not more than 200 feet from the living quarters which they serve;
(b) toilets and lavatories shall be maintained in a clean and sanitary condition. Floors and walls of washrooms must be constructed of impervious material. Whenever separate toilet facilities or lavatories intended for use by males and females are located in the same building, they shall be separated by a soundproof wall and clearly

designated. Whenever toilet accommodation is provided for the exclusive use of males, urinals shall be provided in connection therewith;

(c) toilets and lavatories shall be well ventilated and properly lighted;
(d) washbasins shall be available;
(e) showers or baths with hot water shall be provided for bathing where the camp is of more than one week duration.

7.02 If privies are used, the privies shall be so constructed and maintained

(a) that flies, insects, rats or small domestic animals do not have access to the waste materials,
(b) that the surface or ground water cannot enter the pit or vault,
(c) that the waste material in the privy cannot contaminate the water supply, and
(d) that no sanitary privy or chemical closet shall be installed within any building used for human occupancy, or within 10 feet of any dwelling.

DIVISION (8)

Garbage Disposal

8.01 The operator of a camp shall

(a) provide flytight waterproof containers in ample numbers at convenient locations for the disposal of all garbage,
(b) maintain the containers so that they do not become foul smelling, unsightly or a breeding place for flies, and
(c) dispose of the garbage and refuse in a manner that shall meet with the approval of the medical health officer.

DIVISION (9)

Buildings

9.01 All permanent cabins, huts or other permanent structures used for living quarters in a summer camp shall

(a) be of sound weatherproof construction,
(b) have all floors not built on solid concrete or rat proof foundation built with a clearance of at least 12 inches between the ground and the underside of the floor joists,
(c) have in all living rooms, sleeping rooms, dining rooms and kitchens windows or openings which have an aggregate area of not less than 1/10 of the floor area,
(d) be provided with screens for all outside windows and doors, unless other effective means are provided to prevent the entrance of flies and mosquitoes, and
(e) be maintained in a clean and sanitary condition.

9.02 Each plot for a trailer shall
(a) accommodate only one trailer,
(b) have a minimum area of 500 square feet,
(c) be no closer to any other plot, including cabins or tents, than 20 feet,
(d) have one conveniently located vehicle parking space, and
(e) be no closer than 25 feet to the boundary of the camp.

9.03 Where a campground contains plots capable of use by trailers the operator shall comply with the following provisions: He shall not use or permit to be used any toilet, sink or washbasin installed in a trailer while the trailer is parked in a camp unless the trailer is provided with a trailer sewage storage tank or unless the sewage and waste water is discharged into a public sewer or into an approved private disposal system.

DIVISION (10)

Sleeping Rooms

10.01 In a children's camp where there are permanent sleeping quarters,
(a) there shall be provided for each camper individual dry storage space for personal possessions and clothing,
(b) the beds shall be located so that clearance between beds on all sides is at least 2 feet, and
(c) the ceiling height shall be a least 8 feet and there shall be at least 3 feet of unobstructed clearance between the bed and the ceiling.

DIVISION (11)

Maintenance of Camp

11.01 The operator of every summer camp shall
(a) cause each room, tent or cabin to be thoroughly cleaned after each occupancy,
(b) where bedding is provided, keep the bedding in a clean and sanitary condition and provide freshly laundered sheets and pillow cases at least once a week and for each new occupant,
(c) where bed rolls and sleeping bags are provided, sheets must be laundered between use,
(d) keep the furniture in a clean and sanitary condition.

DIVISION (12)
Milk

12.01 No milk or milk product below the standards set forth in the regulations pursuant to the *Milk Industry Act* shall be served in any summer camp.

DIVISION (13)
Kitchen, Dining Rooms, Food Storage, Cleansing of Dishes, Utensils and Serving of Food

13.01 The operator of every camp shall comply with pertinent regulations made pursuant to the *Health Act* relating to eating and drinking establishments.

DIVISION (14)
Domestic Animals

14.01 All stables in a summer camp including yards or areas where animals are kept shall be not less than 250 feet from any living quarters. All manure shall be removed from the premises daily and stored in flytight enclosures or in piles well removed from other areas of camp activity.

14.02 Temporary shelters, corrals, tie rails or hitching posts shall not be located within 200 feet of any dining hall, kitchen or other place where food is prepared, cooked or served. Fly repellents shall be used and other precautions taken to prevent such shelters from becoming an attraction for or breeding place for flies.

14.03 Drainage from stables and temporary quarters shall not be permitted to run directly into any spring, stream or lake or useable area of the camp.

DIVISION (15)
Supervision

15.01 Each children's summer camp shall be under the continuous care of a resident, competent adult camp director and such additional adult staff to give adequate supervision to the campers at all times. There shall be one counsellor to every 8 campers.

15.02 Each children's summer camp shall have a register in which shall be recorded the names, the permanent residence with street and number, and the date of arrival and departure of all campers and staff.

15.03 Every person employed or attending a camp shall be required to submit an up-to-date medical certificate which has been completed within 5 days of attending the camp, certifying that the person is free of any communicable disease.

15.04 The staff of all summer camps operated for children and elderly people shall include a graduate nurse or a person who is the holder of a current first aid certificate equivalent to St. John's medallion or better. When only a nurse or the holder of a recognized standard first aid certificate is employed, the service of a physician located in the neighbourhood of the camp shall be made available for emergency cases.

15.05 Each camp shall maintain a room, tent or building where cases of sickness may be isolated.

15.06 Where the medical health officer finds any condition or thing existing in any summer camp, not covered by these regulations, which in his opinion may be a hazard to the health of the campers, he may order the operator of the camp to take such action as he deems necessary to correct this condition in the camp.

15.07 Where a condition exists which, in the opinion of the medical health officer, is a menace to the public health as herein provided, such medical health officer may order the operator to close such camp to the public until such conditions have been remedied and any person who continues to operate a summer camp after such closing order by the medical health officer while such conditions exist shall be guilty of an infraction of these regulations and liable to the penalty hereinafter imposed; provided, however, an appeal shall lie from the order of the said medical health officer to the Deputy Minister of Health.

DIVISION (16)

Enforcement

16.01 Any person who violates the provisions of these regulations is liable on summary conviction to a penalty not exceeding $100 and a person so convicted is liable on summary conviction to a further penalty not exceeding $10 for each day thereafter during which the violation continues.

[Provisions of the *Health Act* relevant to the enactment of these regulations: sections 5, 8]

APPENDIX E

Injury Report

Name of Program/Organization: ______________________________

Address: ______________________________ Telephone: __________

Contact Name: ______________________________ Telephone: __________

Name of Injured Party: ______________________ Telephone: __________

Address of Injured Party: ______________________________

____

Location of Accident: ______________________________

Accident Date: ______________________ Time: __________

To Whom was Accident Reported: ______________________________

Date: __________ Time: __________

Names/Address of witnesses: ______________________________

____

Tele: __________ ______________________________

____

____

Tele: __________ ______________________________

____

____

Tele: __________ ______________________________

APPENDIX E

Briefly Describe What and How it Happened

____

____

____

____

Describe Nature of Injury and Parts Injured

____

____

____

Was First Aid Rendered? Yes_____ No _____ Date: ______________

By Whom? ________________________________ Time: ______________

Details of Evacuation: Ambulance/Helicopter Date: ______________

Time: ______________

Transported injured party to : ______________________________

____

Details of Investigation/Recommendations to Follow? Yes ___ No___

Attached ____

Signed ____________________ Tele: __________ Date: __________

Title ____________________

Signed ____________________ Tele: __________ Date: __________
Corrections Branch Designate

cc Corrections Branch Contract Manager
Corrections Branch Local Director

Upon Completion: Director of Inspection and Standards

SAFETY STANDARDS FOR COMMERCIAL RIVER RAFTING IN BRITISH COLUMBIA

made pursuant to Section 8 of the River Rafting Safety Act

Construction

1. The raft shall be of good and sound material and construction and shall be so constructed as to be capable of withstanding the weather and water conditions that may be reasonably expected in the area and at the time of operation.

2. Only inflatable rafts shall be used.

3. Every raft shall be so constructed that the buoyancy chambers contain in the aggregate not less than four compartments, which compartments shall:

   (a) Be as nearly as practicable of equal volume;
   (b) Be evenly distributed port and starboard; and
   (c) Be so constructed that the deflation of any compartment will not cause the escape of air from any other compartment.

4. Every raft shall be fitted with topping-up valves to each buoyancy chamber.

5. Every raft shall have

   (a) One bow line at least twice the length of the raft,
   (b) A line fastened around the raft or safety straps positioned around the raft suitable so that they can be used as handgrips by a person in the water from any position along the exterior of the raft,
   (c) Lines, straps or other handholds fastened inside the raft and positioned so that they are readily accessible to each passenger.

6. Each raft shall be capable of passing the following test:

   (a) All chambers shall be deflated to working pressure and allowed to stand for 30 minutes without losing pressure,
   (b) Each individual chamber shall be tested with adjacent chambers deflated to ensure the structural integrity of each chamber.

Capacity

7. There shall be sufficient space on board the raft such that all persons, except the guide can be adequately seated, considering all circumstances including river conditions, raft design and method of propulsion.

   (a) No raft shall be loaded with persons and equipment exceeding the weight capacity determined by the manufacturer.
   (b) The number of persons aboard shall not exceed the number determined by the manufacturer.

Machinery

8. Where a raft is motorized, the maximum engine power shall not be less than 15 kw (20 h.p.).

9. The motor on every motorized raft shall be in good working order and securely mounted on a transom, or a major structural member of the raft and attached by rope, chain of other device to the raft.

Equipment Restrictions

Oar Powered Rafts

10. One Canadian Coast Guard approved lifejackets for each person aboard, in sizes suitable for all children that are aboard, excepting that:

    (a) Adults and children weighing less than 90 pounds shall wear approved Small Vessel Regulation lifejackets.

    (b) Lifejackets manufactured after January 1, 1989 must have crotch straps unless the outfitter can reasonably demonstrate that such lifejackets are not available.

    (c) There shall be a minimum of one spare lifejacket for every two rafts travelling together.

    (d) Small Vessel Regulation lifejackets may be worn on rivers where permitted under the Special Provisions for that river.

11. Each raft shall carry a first aid kit containing, as a minimum, the contents of a St. John Ambulance auto /boat first aid kit or equivalent as per Schedule 3.

12. A raft repair kit in accordance with Schedule 1 for every raft or every group of rafts travelling together.

13. A manual pump capable of inflating the buoyancy chambers, however, where more than one raft is travelling together on a trip, no more than two pumps need to be carried for that trip provided that the two pumps are not carried in the same raft.

14. A buoyant heaving line of a minimum 15 metres in length, flexible under ordinary circumstances of wetness and temperature, attached to a buoyant throw bag or other buoyant heaving device.

15. For rafts with sealed floors, a bailing bucket or buckets with a total capacity of 15 litres secured on board.

16. One spare oar and oarlock or clip per raft, or at least two spare oars and oarlocks or clips per trip.

Paddle Powered Rafts

17. One Canadian Coast Guard approved lifejacket for each person aboard, in sizes suitable for all children that are on board, excepting that:

    (a) Adults and children weighing less than 90 pounds shall wear approved Small Vessel Regulation lifejackets.

    (b) Lifejackets manufactured after January 1, 1989 must have crotch straps unless the outfitter can reasonably demonstrate that such lifejackets are not available.

    (c) There shall be a minimum of one spare lifejacket for every two rafts travelling together.

    (d) Small Vessel Regulation lifejackets may be worn on rivers where permitted under the Special Provisions for that river.

18. Each raft shall carry a first aid kit containing, as a minimum, the contents of a St. John Ambulance auto /boat first aid kit or equivalent as per Schedule 3.

19. A raft repair kit in accordance with Schedule 1 for every raft or every group of rafts travelling together.

20. A manual pump capable of inflating the buoyancy chambers, however, where more than one raft is travelling together on a trip, no more than two pumps need to be carried for that trip provided that the two pumps are not carried in the same raft.

21. A buoyant heaving line of a minimum 15 metres in length, flexible under ordinary circumstances of wetness and temperature, attached to a buoyant throw bag or other buoyant heaving device.

22. For rafts with sealed flo[illegible] a bailing bucket or buckets with total capacity of 15 litres secured on board.

23. One spare paddle per raft.

Motor Powered Rafts

24. One Canadian Coast Guard approved lifejacket for each person aboard, in sizes suitable for all children that are on board, excepting that:

    (a) Adults and children weighing less than 90 pounds shall wear approved Small Vessel Regulation lifejackets.

    (b) Lifejackets manufactured after January 1, 1989 must have crotch straps unless the outfitter can reasonably demonstrate that such lifejackets are not available.

    (c) There shall be a minimum of one spare lifejacket for every raft.

25. Each raft shall carry a first aid kit containing, as a minimum, the contents of a St. John Ambulance auto/boat first aid kit or equivalent as per Schedule 3.

26. A raft repair kit in accordance with Schedule 1 for every raft or every group of rafts travelling together.

27. A manual pump capable of inflating the buoyancy chambers, however, where more than one raft is travelling together on a trip, no more than two pumps need to be carried for that trip provided that the two pumps are not carried in the same raft.

28. A buoyant line a minimum of 15 metres in length, flexible under ordinary circumstances of wetness and temperature, attached to a buoyant throw bag or other buoyant heaving device.

29. For rafts with sealed floors, a bailing bucket of buckets with a total capacity of 15 litres secured on board.

30. One spare motor in good working order of a minimum of 15 kw (20 h.p.) or one spare motor for each three rafts travelling together as long as thole pins or oarlocks and a rowing seat fixed in place and a minimum of two oars are readily accessible on all rafts in the group.

31. An engine repair kit in accordance with Schedule 2.

32. One spare fuel line capable of attachment to the motor and one full spare fuel tank filled with the appropriate fuel.

Marking

33. A river raft used or operated by the permit holder shall be clearly marked with the name of the company to whom the permit was issued and a number that differentiates each raft and pontoon from all other rafts or pontoons used or operated by the permit holder.

34. The marking referred to shall be:

    (a) In block characters and in Arabic numerals which are not less than 10 cm high and in a colour that contrasts with their background

    (b) Permanently affixed to the raft

    (c) Situated on the outside of the pontoon or raft so that the number is clearly visible from each side of the vessel.

Schedule 1

Raft Repair Kit

The repair kit for every inflatable raft or group of rafts travelling together shall contain, as a minimum, the following:

(a) Patches of raft fabric capable of repairing a 1 metre tear
(b) Compatible raft glue and cleaning solvent and patching tools
(c) Channel lock or similar pliers
(d) Role of duct tape
(e) Matches in a waterproof container

In addition, oar powered and motorized rafts shall carry the following:

(f) Hose clamps capable of repairing oars, paddles or outboard handles, as appropriate to the raft
(g) Screwdriver

Schedule 2

Engine Repair Kit

The engine repair kit for every raft carrying an engine shall contain, as a minimum, the following:

(a) Spare propeller if raft is not carrying a spare motor
(b) Spare cotter pins or shear pins if required
(c) Two spark plugs appropriate to the engine and plug wrench
(d) Adjustable wrench

Schedule 3

First Aid Kit

As a minimum, the first aid kit for every trip shall contain the following items:

	Quantity	Item
1.	2	Combine pads
2.	3	Triangular bandages
3.	1	Elastic bandage
4.	1	Large pressure dressing
5.	1	2" Stretch bandage
6.	2	Pressure dressings
7.	1	1" x 5 yard Adhesive tape
8.	2	Drainage pads (6" x 8")
9.	12	4" x 3" Post-op sponges
10.	25	Adhesive dressings
11.	10	Cotton tipped applicators
12.	10	Gauze sponges (3" x 3")
13.	1	Pair tweezers
14.	6	Telfa pads (3" x 4")
15.	6	Safety pins (No. 3)
16.	5	Anticeptic towellettes
17.	1	Pocket guide to First Aid
18.	1	Paper mask
19.	1	Pair latex gloves

Ministry of Parks
Commercial River Rafting

Licence Application

***Note*:** Every Guide, Senior Guide, and Trip Leader operating on any river within the Province of British Columbia is required to be registered under the Commercial River Rafting Safety Act and must possess a licence issued by the Ministry of Parks. This licence must be produced for inspection on demand of an inspector

Part I

This section is to be completed by all guide, senior guide, and trip leader applicants.

Name:____________________________ S.I.N.______________________

Address:____

Telephone Number:____________________ Birthdate:______________________
Year-Month-Day

Please indicate your citizen status in Canada:

☐ Canadian Citizen ☐ Permanent Resident ☐ Other*

*If "Other", please enclose appropriate immigration document(s)

Name of company you plan to work for this year (19___)

____

I am applying for certification as a

☐ Guide ☐ Senior Guide ☐ Trip Leader

I wish to operate and be certified on the following:

☐ Oar Rafts ☐ Paddle Rafts ☐ Motor Rafts

I **have/have not** successfully completed the written and practical examinations
(circle one)

I **do/do not** wish to register for the next examination
(circle one) if you circle do, please complete exam registration form on page 5

Every guide shall have successfully completed a basic standard first aid course (minimum of 13 hours) with CPR and hold a valid certificate issued by the St. John Ambulance Association or a body recognized by the Registrar.

Circle one of the following bolded comments:

I have/have not enclosed a photocopy of my valid first aid certificate

I am/am not a competent swimmer

I do/do not have a good knowledge of safety, emergency procedures, and of the hazards associated with river rafting.

Part I (continued)

Circle one of the following bolded comments:

I **am/am not** capable of effecting repairs and replacement of parts of the raft

I **have/have not** completed the required number of familiarization trips for each river that I will be running in accordance with the Special Provisions.

Please list the river running experience gained within the 24 month period preceding this application. Attach a separate sheet if required. Applicants who are renewing their licence are required to list their experience from the ***previous season only***.

Date	River	Type of Trip (motor, oar, paddle)	Days Experience	Supervising Trip Leader

Note: A training day is considered to be a maximum of 5 hours unless demonstrated otherwise to the satisfaction of the Registrar

Part II

This section must be completed by all senior guide and trip leader applicants

How long have you been a guide?

How many days rafting experience do you possess as a guide?

Circle one of the following bolded comments:

I **have/have not** enclosed one letter of recommendation from another qualified trip leader.

I **have/have not** successfully completed a river rescue course approved by the Registrar.

I **do/do not** wish to register for the next course.

Part III

This section must be completed by trip leader applicants only:

Circle one of the following bolded comments:

I **have/have not** successfully completed an Industrial First Aid, Wilderness First Aid (minimum 24 hours) or equivalent first aid program approved by the Registrar.

I **have/have not** guided a minimum of thirty (30) days as a Senior Guide.

I **have/have not** enclosed two letters of recommendation from other licenced trip leaders.

The licence fee is $50 and must be enclosed with this application. Please make your cheque or money order payable to the Minister of Finance and Corporate Relations. DO NOT SEND CASH. A color photograph of the applicant showing his or her head and shoulders in a 1.25" square is also required. Poloroid photos are acceptable.

As applicant, I hereby declare that the information provided on the foregoing application is true and correct to the best of my knowledge. I acknowledge and agree that the falsification of data is considered grounds for denial, suspension, or cancellation of my licence.

Applicant's Signature: ______________________________

Dated ______________________________, 19___

Before processing applications, applicants must complete and sign their application, forwarded along with the licence fee, a color photograph of his or herself, and a photocopy of their valid first aid certificate (if applicable) to the Registrar of Commercial River Rafting, Ministry of Parks, 800 Johnson Street, Victoria, BC V8V 1X4

Licence Qualifications

Part I — Guide Qualifications

All guide, senior guide, and trip leader applicants must meet the qualifications obtained in Part I and complete Part I of the application form.

- Not be less than 19 years of age
- Be a competent swimmer
- Hold a valid basic standard first aid certificate (minimum 13 hours) with CPR or any other first aid course approved by the Registrar
- Have completed 60 hours (12 days) of training under the supervision of a qualified trip leader in the type of craft and grade of familiarization trips for each river on which you will be operating, in accordance with the Special Provisions"
- Have knowledge of the construction of a raft and be capable of effecting repairs and replacement of parts of the raft
- Have a knowledge of safety, emergency procedures, and the hazards associated with the rivers you will be rafting
- Pass a written and practical examination approved by the Registrar.

Part II — Senior Guide Qualifications

All senior guide and trip leader applicants must meet the qualifications contained in Part II and complete Part II of the application.

- Be certified as a guide
- Have completed a minimum of thirty (30) days river rafting experience as a Guide (for a total of 42 days)
- Have complete knowledge of the construction of a raft and be capable of effecting repairs and replacement of parts of the raft
- Have a knowledge of safety, emergency procedures, and the hazards associated with the rivers you will be rafting
- Have successfully completed the required number of familiarization trips for each river on which you will be operating, in accordance with the Special Provisions
- Have successfully completed a river rescue program approved by the Registrar

Part III — Trip Leader Qualifications

All trip leader applicants must meet the qualifications contained in Part III and complete Part III of the application

- Be certified as a Senior Guide
- Have completed a minimum of thirty (30) days river rafting experience as a Senior Guide (for a total of 72 days)
- Hold a valid Industrial First Aid, Wilderness First Aid certificate (minimum of 24 hours) or equivalent first aid program approved by the Registrar
- Have successfully completed a river rescue program approved by the Registrar
- Have thorough knowledge of the construction of a raft and be capable of effecting repairs and replacement of parts of the raft
- Have a thorough knowledge of safety, emergency procedures, and the hazards associated with the rivers you will be rafting
- Have successfully completed the required number of familiarization trips for each river on which you will be operating, in accordance with the Special Provisions
- Have one letter of recommendation from another licenced trip leader.
- Pass a written and practical examination approved by the Registrar.

Examination Application

Name: ____________________________________

Preferred Exam Date: ____________________________________

I wish to register for the following examination modules:

Written Exam:

Modules	**Prescribed Fee**	**Register Me (yes or no)**
(i) Common Skills and Knowledge	$25	________
(ii) Advanced Skills & Knowledge	5	________
(iii) Paddle Endorsement	5	________
(iv) Oar Endorsement	5	________
(v) Motor Endorsement	5	________

Practical Exam:

(i) Paddle	25	________
(ii) Oar	25	________
(iii) Motor	25	________

Total Fee Payable $ ________

Enclosing your cheque or money order with
this application will speed process time.
PLEASE DO NOT ENCLOSE CASH

Exam Schedule:

River	Location	Dates
Salmo River	Nelson	May 3 to 5
Chilliwack River	Vedder Crossing	May 17 to 19
Thompson River	Spences Bridge	May 24 to 26
Bulkley River	Telkwa	June 7 to 9
Kicking Horse River	Golden	June 21 to 23

Ministry of Parks
Commercial River Rafting

Company Application

Note: In order to operate commercial river rafting on any river within the province of Biritsh Columbia, a person/company must be registered and possess a valid permit issued by the Ministry of Parks.

Name of Operator/Registered Company:____

Company Incorporation Number:____

Address:____

City:__________________________ Province/State:__________________________

Postal/Zip Code:____________________

Telephone Number: (_____) __________________________

Officers in Company: (attach supplemental sheet if necessary)

____

____

____

List the rivers and sections of rivers you intend to operate on for this year and for which you will require a permit: (attach supplemental sheet if necessary)

____

____

____

____

List the Trip Leader and Guides that your company intends to employ for the 19___ rafting year: (attach supplemental sheet if necessary)

____

____

____

Registration Fee is $600. Please enclose a cheque or money order made payable to the Minister of Finance and Corporate Relations with this application. *DO NOT SEND CASH.*

As applicant, I hereby declare that the information provided on the foregoing application is true and correct to the best of my knowledge. I acknowledge and agree that the falsification of data is considered grounds for denial, suspension, or cancellation of my permit.

____
Signature of Applicant

____
Date

All sections of this application must be completed in full, and submitted together with an operating plan for each river to the Registrar of Commercial River Rafting, Ministry of Parks, 800 Johnson Street, Victoria, BC V8V 1X4

COMMERCIAL RIVER RAFTING OPERATING PLAN

This is an emergency action plan which must be prepared for each river on which you operate.

NAME OF COMPANY:

NAME OF RIVER: ROUTE:

PUT-IN LOCATION TAKE-OUT

LENGTH OF TRIP IN HOURS IN MILES OR KM

PLEASE LIST CAMPSITES UTILIZED

DESCRIBE DIFFICULTY OF TRIP USING INTERNATIONAL SCALE (80% CLASS III AND 20% CLASS IV)

DESCRIBE THE AREA WHERE RAFT FLIPS OR ACCIDENTS ARE MOST LIKELY TO HAPPEN. GIVE NAME OF RAPIDS AND LENGTH IN TIME AND DISTANCE FROM THE PUT-IN. ALSO GIVE NEAREST ROAD LOCATION (i.e. 5 miles north of Yale on Highway).

IN THE EVENT OF AN ACCIDENT REQUIRING OUTSIDE HELP AT THE SITES DESCRIBED ABOVE, HOW WILL YOU MAKE CONTACT WITH RESCUERS

WHO WILL YOU CONTACT:

NAME AND POSITION PHONE

NAME AND POSITION PHONE

NAME AND POSITION PHONE

IF EVACUATION OF AN INJURED VICTIM IS REQUIRED FROM THE ABOVE SITES, DESCRIBE HOW YOU WOULD PERFORM THIS EVACUATION

WHAT IS THE NEAREST MEDICAL FACILITY YOU WOULD USE? NAME

ADDRESS PHONE

WHAT IS THE NEAREST R.C.M.P.

ADDRESS PHONE

WHAT OTHER LOCAL RESCUE FACILITIES WOULD YOU USE (helicopter, volunteer, rescue team, kayak club, Search & Rescue etc.)

NAME OF ORGANIZATION CONTACT

ADDRESS PHONE

NAME OF ORGANIZATION CONTACT

ADDRESS PHONE

NAME OF ORGANIZATION CONTACT

ADDRESS PHONE

PEOPLE WITH EXPERT KNOWLEDGE OF THIS RIVER PHONE

PEOPLE WITH EXPERT KNOWLEDGE OF THIS RIVER PHONE

PEOPLE WITH EXPERT KNOWLEDGE OF THIS RIVER PHONE

WHAT SPECIAL EQUIPMENT, RESCUE GEAR OR FIRST AID EQUIPMENT WILL YOU CARRY ON THIS RIVER

WILL ANY EQUIPMENT BE CACHED ALONG THE RIVER? IF "YES", WHAT EQUIPMENT AND WHERE CACHED

SIGNATURE OF COMPANY REPRESENTATIVE
(Please print & sign)

DATE

APPENDIX G Pages 1-5

B.C. Reg. 65/72
O.C. 991/72

Motor Vehicle (All Terrain) Act

SNOWMOBILE REGULATION

[Consolidated July 31, 1983.]

Division 1 - Interpretation

1. In this regulation, unless the context otherwise requires,

"Act" means the Motor Vehicle (All Terrain) Act;

"competition snowmobile" means a snowmobile designed for use, and used exclusively, on competition circuits;

"owner's certificate" means a certificate of registration issued to an owner of a snowmobile under section 2 of the Act;

"owner's decal" means the method of identification of a snowmobile under section 2 of the Act;

"rental dealer's certificate" means a certificate of registration issued to a dealer under section 3 of the Act;

"rental dealer's plate" means the method of identification of a rental snowmobile under section 3 of the Act;

"rental snowmobile" means a snowmobile rented out by a dealer for use or operation by others, whether or not the snowmobile is owned by the dealer;

"snowmobile" means a vehicle weighing not more than 1 000 pounds, designed primarily for travel on snow or ice, having one or more steering skis, and self-propelled by means of an endless belt or belts driven in contact with the ground; and includes a snowmobile conversion vehicle, but does not include a competition snowmobile;

"snowmobile conversion vehicle" means a vehicle designed to be capable of conversion to a snowmobile by the repositioning, removal or addition of parts.

Division 2 - Application

2. A snowmobile is an all terrain vehicle for the purposes of the Act.

3. An owner's certificate shall be carried in the snowmobile in respect of which it was issued at all times while the snowmobile is in use or operation.

4. A duplicate rental dealer's certificate shall be carried in every rental snowmobile while the rental snowmobile is in use or operation.

5. The owner, user or operator of a snowmobile shall, upon demand, produce the owner's certificate or the duplicate rental dealer's certificate, as the case may be, for inspection by an enforcement officer.

6. Spent.

7. (1) Except as otherwise provided in the Act or this regulation, every owner of a snowmobile other than a rental snowmobile not licensed under section 3 of the Motor Vehicle Act shall, before the snowmobile is used or operated, register it with the superintendent and obtain an owner's certificate.

(2) Every application for registration and an owner's certificate under subsection (1) shall be in a form satisfactory to the superintendent, shall be delivered to the superintendent, a government agent or any person authorized in writing by the superintendent for that purpose, and shall be accompanied by a fee in the amount of $5, together with the amount of tax owing in respect of the snowmobile under the Social Service Tax Act.

(3) Upon the receipt of the application and upon being satisfied of the truth of the facts stated in it and that the prescribed fees have been paid, the superintendent shall register the name and address of the owner, and a description of the snowmobile, in a file or index to be kept for that purpose, and shall issue to the owner

(a) a numbered owner's certificate, in a form satisfactory to the superintendent, showing the registration of the snowmobile and authorizing its use and operation in accordance with the Act, and

(b) 2 numbered owner's decals, each corresponding with the number of the owner's certificate.

(4) Every owner's decal shall be of such material and design as the superintendent may determine, and shall remain the property of the Crown.

8. Where an application is made for registration and an owner's certificate in respect of a snowmobile imported into the Province that has been registered, licensed or certified at a place without the Province, the superintendent may, as a condition of registration, require the applicant to deliver to the superintendent the existing registration, licence or certificate issued without the Province, to be retained by the superintendent while the snowmobile is being used or operated within the Province.

9. Every snowmobile registered pursuant to section 7 shall have affixed to each side of its cowl, or to another conspicuous place on each side of it, an owner's decal.

10. (1) Every owner and every user or operator of a snowmobile other than a rental snowmobile shall, upon demand, produce the Crown's certificate, in respect of the snowmobile that he owns or is using or operating, for inspection by an enforcement officer.

(2) Where an enforcement officer finds an owner's decal

(a) detached from a snowmobile, or

(b) displayed on a snowmobile other than the one in respect of which it was issued,

he may seize the owner's certificate and hold the same pending the receipt of instructions from the superintendent as to its disposal.

11. Upon receipt of an application in writing accompanied by such

evidence as the superintendent may require, and upon payment of a fee of $2, the superintendent may issue a duplicate or replacement owner's certificate, or owner's decal, or both.

12. (1) Where the title or interest of any person in a snowmobile registered under section 7 is transferred, whether by gift, exchange, barter or sale, the transferor and the transferee shall forthwith sign a notice of transfer in a form satisfactory to the superintendent, and the transferee shall, within 10 days from the transfer, deliver to the superintendent the notice, accompanied by a fee in the amount of $2 and the amount of tax owing in respect of the snowmobile under the Social Service Tax Act.

(2) Where a transfer occurs by operation of law of the title or interest of an owner of a snowmobile registered under section 6, as upon inheritance, bequest, bankruptcy, execution sale, repossession or foreclosure upon default in performance of the terms of a lease, chattel mortgage, debenture or the conditional sale contract, or otherwise than by voluntary act of the person whose title or interest is so transferred, the notice of transfer for the purpose of this section shall be signed by the executor, administrator, receiver, trustee, sheriff or other representative or successor in interest of the person whose title or interest is so transferred in lieu of that person; and the person who signs the notice of transfer shall deliver to the superintendent evidence satisfactory to him of the facts entitling that person to sign the notice of transfer.

(3) Every document required to be delivered to the superintendent under this section may be delivered to him or to a government agent or any person authorized in writing by the superintendent for that purpose, but in every case the person delivering the notice of transfer shall, at the same time, surrender the owner's certificate last issued under section 7 in respect of the snowmobile.

13. (1) Notwithstanding the provisions of section 12, where any person who is registered as the holder of an owner's certificate dies, and where any person applies for a transfer from the owner's certificate, if the applicant proves to the satisfaction of the superintendent that the total estate left by the deceased does not exceed $2 000 in value, and if he satisfies the superintendent, by producing the last will of the deceased, that the person entitled thereunder consents, or, if the deceased died intestate, by showing that all persons entitled to share in the estate on intestacy consent, the superintendent may accept an application for a transfer from the person and issue a new owner's certificate in his name.

(2) The provisions of section 12 (3) apply, with the necessary changes and so far as are applicable, to an application under this section.

Division 4 - Rental Dealer Registration

14. (1) Except as otherwise provided in the Act or this regulation, every dealer shall, before any rental snowmobile owned by him or in his charge is used or operated, obtain a rental dealer's certificate.

(2) A dealer shall make application for registration and a rental

dealer's certificate in a form satisfactory to the superintendent, and shall state the number of rental snowmobiles owned by him or in his charge, or anticipated to be owned by him or in his charge, and deliver the application to the superintendent or a government agent or any person authorized in writing by the superintendent for that purpose, accompanied by a fee in the amount of $25 for the registration.

(3) Upon the receipt of the application and upon being satisfied of the truth of the facts stated in the application and that the prescribed fees have been paid, the superintendent shall register the name and address of the dealer in a file or index to be kept for that purpose, and shall issue to the dealer a rental dealer's certificate authorizing the use and operation by the dealer of 5 rental snowmobiles shown on the certificate, together with sufficient duplicate rental dealer's certificates and rental dealer's plates for each rental snowmobile of that number.

(4) Where a rental dealer applies for registration of more than 5 rental snowmobiles, the superintendent may, in accordance with this section and upon receipt of a fee of $5 for each additional rental snowmobile, issue additional rental dealer's certificates, duplicate rental dealer's certificates and rental dealer's plates.

(5) Every rental dealer's certificate, duplicate rental dealer's certificate and rental dealer's plate shall expire on September 30, and shall be of such material and design as the superintendent may determine, and a rental dealer's plate shall remain the property of the Crown.

15. Every rental snowmobile owned by a dealer or in his charge, while it is being used or operated, shall have affixed to some conspicuous place on it a rental dealer's plate.

16. Upon receipt of an application in writing accompanied by such evidence as the superintendent may require, and upon payment of a fee of $2 for each additional rental dealer's plate, the superintendent may issue an additional rental dealer's certificate and additional duplicate rental dealer's certificates and rental dealer's plates.

17. (1) Every dealer and every user or operator of a rental snowmobile shall, upon demand, produce a duplicate rental dealer's certificate showing the rental snowmobile that he is using or operating, for inspection by any enforcement officer.

(2) An enforcement officer may remove and seize a rental dealer's plate that he finds detached from a rental snowmobile, or displayed on a snowmobile other than a rental snowmobile owned by the dealer or in his charge, and in respect of which the rental dealer's certificate was issued, and may hold the same pending the receipt of instructions from the superintendent as to its disposal.

18. Before registering a dealer and issuing a rental dealer's certificate, the superintendent may make such inquiries and require such information as he deems desirable, and shall require proof of liability insurance of at least $50 000 for the purpose of satisfying liabilities the dealer may incur resulting from bodily injury to or the death of any person, or damage to property occasioned by or arising out of the owner-

ship, operation or use of a rental snowmobile owned by the dealer or in his charge.

Division 5 - Accident Reporting

19. For the purposes of reporting an accident under section 6 of the Act,

(a) every accident report shall be in a form satisfactory to the superintendent, and

(b) where it is inconvenient to report an accident to a peace officer as required by section 6 (1) of the Act, the accident may be reported to an enforcement officer.

[Provisions of the Motor Vehicle (All Terrain) Act relevant to the enactment of this regulation: section 7]

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Appendix H

Outdoor Activity Safety Check List

The following check list outlines a number of important points which are essential to any program and must be considered by the organizers and leaders when planning outdoor activities. The check list has been written in the form of questions, which require a yes or no answer, and hopefully cover most facets of a program, activity or outing. You may find that a certain number of questions do not apply to you particular situation.

Remember, the check list is designed as a resource to help you carry out your program or activity successfully and safely, please use it to your best advantage.

1. OBJECTIVES	Yes	No
1.1 Do you have written objectives?		
1.2 Can the objectives be evaluated?		
1.3 Are participants made aware of the objectives?		
1.4 In your opinion can the objectives be carried out within the guidelines of the Manual of Wilderness Programs and Outdoor Activities and other regulations or statutes governing the activity?		
2. PARTICIPANTS	**Yes**	**No**
2.1 Is your activity group a size that adheres to the recommended guidelines for that activity/situation?		
2.2 Is the age range of participants consistent with meeting the objectives?		
2.3 Is the participant's experience, and technical ability consistent with meeting the objectives?		
2.4 Is the participant's fitness level or physical condition consistent with meeting the objectives?		
2.5 Is the composition (male, female, coed) of the group consistent with meeting the objectives?		

3. **LEADERSHIP** (leaders refer to designated group leaders or assistant leaders)	Yes	No
3.1 Do you have the right number of designated leaders for your activity?		
3.2 Is one leader designated as a group leader?		
3.3 Where applicable, has other leadership been provided?		
3.4 Do the group leaders have a written job description?		
3.5 Are the rules and responsibilities of each leadership position clearly defined and understood by each leader?		
3.6 Are the leaders compatible under camp and trip circumstances?		
3.7 Does the group leader have experience at least equivalent to current activity?		
3.8 Is the group leader 21 years of age or older?		
3.9 Are the other leaders a minimum of 18 years of age?		
3.10 Have all the leaders experienced positive leadership training related to the activity?		
3.11 Do the leaders have previous practical experience, - as an assistant leader; - as a group leader (where applicable)?		
3.12 Have the leaders previously been active or involved in the designated area of activity?		
3.13 Is the age and maturity of the leaders consistent with the objectives?		
3.14 Are the leaders physically and emotionally fit to lead in this activity?		
3.15 Have the leader's medical condition been evaluated within the last 3 months prior to participating in this program?		

	Yes	No
3.16 Can the leader's demonstrate effective emergency, evacuation and rescue techniques and show knowledge of sources and levels of local help?		
3.17 Do the leaders have standard St. John's First Aid training?		
3.18 Is the first aid training current?		
3.19 Do the leaders (all levels of responsibility) possess the level of certification and/or experience called for by the Wilderness Programs and Outdoor Activity Standards and Guidelines?		
3.20 Where the activity may be considered water oriented does the leader possess a current Bronze Medallion lifesaving certificate or better?		
3.21 Are the leaders well rested and nourished before commencement of a particular trip or outing?		
3.22 Is the leader to participant ratio at an acceptable level?		
4. ACTIVITY PLANNING	**Yes**	**No**
4.1 Is the activity consistent with meeting the objective?		
4.2 Have the participants been fully informed about nature of the activity?		
4.3 Have you considered: - total length of activity or outing; - equipment needed; - nature of terrain; - weather probabilities; - water levels; - temperature; - campsites - location and quantity; - unusual hazards; - emergency communications; - available mapping;		

	Yes	No
- distances to travel per day; - fire restrictions?		
4.4 Is the activity compatible with the participants abilities and expectations?		
4.5 Have permits and authorizations been obtained?		
4.6 If travelling, is your route itinerary documented and left with a responsible authority or person?		
4.7 If applicable, have local authorities been informed of the activity?		
5. ORIENTATION AND TRAINING	Yes	No
5.1 Are you conducting a pre-trip (activity) training session?		
5.2 Does your training session include both theory and practical sessions?		
5.3 Does your training session include minimum skills to be mastered before participating in wilderness programs or outdoor activity?		
5.4 Does the training session cover basic campcraft skills (eg. fire lighting, cooking, axemanship, equipment use)?		
5.5 Is the swimming levels of participants tested?		
5.6 Are the participants made aware of content and location of the first aid and survival kits?		
5.7 Are the participants instructed in first aid and survival procedures?		
5.8 Do the participants go through waterfront rescue techniques?		
5.9 Are participants made aware of emergency management procedures?		

	Yes	No
5.10 Are participants made aware of appropriate environmental concerns?		
5.11 Are participants made aware, in the case of outings, of on route organization?		
5.12 Are participants taught map and compass skills?		
5.13 Are participants made aware of weather prediction techniques?		
5.14 Have leaders and participants been made aware of any special rules and regulations for the outing or activity?		
5.15 Has the rationale for these rules and regulations been discussed with the participants?		
5.16 Is the equipment used in pre-activity training the same as what will be used for the activity?		
6. ADMINISTRATION	**Yes**	**No**
6.1 Are the objectives of the program or activity recorded and kept on file?		
6.2 Is the following information on participants on file: - name; - address; - phone number; - parents or guardians name, address, and phone number; - medical health number; - alternate emergency contact; - medical record?		
6.3 Is there a written record on file of all food and equipment taken on an outing?		
6.4 Is there a written record on file of the route itinerary and alternatives?		

		Yes	No
6.5	Have written menus been developed for the outing which observe the Canada Food Guide?		
6.6	Are there evaluations completed for the program, activity or outing?		
6.7	Are these evaluation reports put on file and reviewed for future planning?		
6.8	Is written permission obtained and kept on file for each participant to take part in the type of program activity planned?		
6.9	Is there a clear written policy on designated management of a participant in the event of an emergency?		
6.10	Are parents or guardians informed regarding the general scope and nature of the program, the activity, the outing and location?		
6.11	Is there a written job description on file for each person who is assigned a leadership position?		
6.12	Have the necessary permits or licenses been acquired?		
6.13	Do current insurance policies give adequate coverage or protection to the participant, leader, and organization for the activity planned?		
6.14	Are all vehicles used in transport of participants, leaders, and equipment, checked and maintained on a regular basis?		
6.15	Had the licensing of the driver been checked in relation to the size and type of vehicle being used?		
6.16	Does the vehicle and driver carry essential documents at all times?		

	Yes	No
6.17 Are emergency accessories (first aid kit, fire extinguishers and signals) present in vehicle and in usable condition?		
6.18 Are vehicle load capacities observed?		
6.19 Are proper financial practices or procedures being used?		
7. OUTING OR ACTIVITIES	**Yes**	**No**
7.1 Are exceptions if necessary from recommended procedures or plans recorded for future reference?		
7.2 Are incidents that signify accomplishment of the activities objectives recorded?		
7.3 Are there opportunities for evaluation by participants on the progress of a trip or outing?		
8. EVALUATION AFTER THE TRIP	**Yes**	**No**
8.1 Is there a written evaluation of the outing/activity by the leaders?		
8.2 Is there an opportunity for feed-back from the participants on the outing or activity?		
8.3 Is there an opportunity for the parents or guardians to comment on the effect and quality of the experience?		
8.4 Is there an opportunity for administrators to evaluate the experience?		
8.5 Is there an opportunity for leaders to discuss the outing/activity experience with a view to improving the program?		
8.6 Are all forms, reports, and documents properly filed and kept for future reference?		

MINIMUM PROFICIENCY REQUIREMENTS

WILDERNESS PROGRAMS AND OUTDOOR ACTIVITIES

PROGRAM: ______________________________ DATE: ______________

ACTIVITY	DATE EX	NAME
ATV/SNOWMOBILE		
BOARD SAILING		
CANOEING		
INSTRUCTOR		
MASTER		
FLATWATER		
COASTAL		
POLING		
TRIPPING		
FLATWATER IV III II I		
MOVING WATER IV III II I		
POLING IV III		
TRIPPING IV III		
EQUESTRIAN		
FIRST AID		
INSTRUCTOR		
WILDERNESS		
IFA		
ST. JOHN		
RED CROSS		
CPR		
ADVANCE WILDERNESS		
BASIC WILDERNESS		
ST. JOHN STANDARD		
RED CROSS		
SOFA/SFA/ENG.FA		
OTHER		
HIKING/BACKPACKING		
GUIDE/CERTIFIED		
LEADERSHIP TRAINING		
RATIO/GROUP		
OUTDOOR SURVIVAL		
AVALANCHE		
EMERGENCY PROCEDURES		
ROUTE FINDING		
OTHER		

PROGRAM: ______________________________ DATE: ____________________

ACTIVITY	DATE EX		NAME
KAYAKING			
INSTRUCTOR CERTIFICATE			
NAVIGATION			
PADDLER			
LEADERSHIP			
INSTRUCTOR			
EXPERIENCE			
WILDERNESS ORIENTATED			
MOUNTAINEERING			
5 YEARS EXPERIENCE			
2 AS LEADER/GROUP			
REVIEW TYPE OF CLIMBING			
INSTRUCTOR/GUIDE			
ROCKCLIMBING			
POWER BOATING/SAILING			
POWER SQUADRON			
OTHER -			
SIZE OF VESSEL -			
RIVER RAFTING			
RIVER FLOATING			
RAFTING LEGISLATED			
FLOATING			
SWIMMING-LIFEGUARD			
FIRST AID - CPR			
EXPERIENCE			
ROUTE FINDING			
COURSE			
SURVIVAL			
COURSE			
SWIMMING			
LIFEGUARD			
BRONZE MEDALLION & CPR			
BRONZE CROSS			
OTHER -			
WATERSKIING			
BOAT SAFETY COURSE			
OTHER -			

APPENDIX I

Resources and Training Centres

Outdoor Recreational Council of B.C. (Sport B.C.)
334 - 1367 West Broadway, Vancouver, B.C. V6H 4A9
Telephone: 737-3058

Directory Available Upon Request

OUTDOOR RECREATION COUNCIL

Provincial Group Members

Association of Canadian Mountain Guides
Bicycling Association of B.C.
B.C. Camping Association
B.C. Federation of Fly Fishers
B.C. Horse Owner's Association
B.C. Motorcycle Federation
B.C. Snowmobile Federation
B.C. Speleological Federation
B.C. Waterfowl Society
Canadian Hostelling Association - B.C. Region
Canadian Parks and Wilderness Society
Canadian Red Cross Society - Water Safety Service
Council of B.C. Yacht Clubs
Cross-Country B.C.
Federation of B.C. Naturalists
Federation of Mountain Club of B.C.
Four Wheel Drive Association of B.C.
Guide Outfitters Association of B.C.
Hang Gliding Association of B.C.
Horse Council of B.C.
Interpretation Canada - B.C. Section
Lapidary, Rock & Mineral Society of B.C.
Motor Sport B.C.
Orienteering Association of B.C.
Recreational Canoeing Association of B.C.
River Outfitters Association of B.C.
Sea Kayak Association of B.C.
Sierra Club of Western Canada
Steelhead Society of B.C.
Underwater Archaeological Society of B.C.
Whitewater Kayaking Association of B.C.
Wilderness First Aid & Safety Association of B.C.

Participating Group Members

Alexander Mackenzie Trail Association
B.C. Fishing Resorts and Outfitters Association
B.C. Forestry Association
B.C. Historical Federation
B.C. Sailing Association
B.C. Society of Landscape Architects
B.C. Wildlife Federation - Lower Mainland Region
Canadian Association of Nordic Ski Instructors
Canadian Ski Association
Council of Tourism Association
Duke of Edinburgh's Award in Canada
Friends of Clayoquot Sound
Heritage Society of B.C.
Maritime Museum of B.C.
Northwest Wildlife Preservation Society
Outward Bound (British Columbia)
Skyline Hikers of The Canadian Rockies
Strathcona Park Lodge & Outdoor Education Centre
West Coast Environmental Law Association
Wildlife Rescue Association of B.C.

OUTDOOR ACTIVITY TRAINING CENTRE'S

Avalanche Courses and Information

Consult - Outdoor Training Centres or Ski Associations in the Outdoor Recreation Council of B.C. Directory

Blue Lake Centre

P.O. Box 6150, Hinton Alberta, T7V 1X5
Telephone (403)865-4741 or 1-800-582-3305

Canadian Outdoor Leadership Training Centre Limited

P.O. Box 2160 W. Campbell River, B.C., V9W 5C9
Telephone (604)286-3122

Outdoor Training - Activity Specific

Consult the Outdoor Recreation Council of B.C. Directory.

Films and Videos

National Film Board of Canada
Suite 100 - 1045 Howe Street
Vancouver, B.C.
V6Z 2B1

Telephone (604)666-0716

Vern A. Burkhardt
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